

PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS
JUNE 19, 2002

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, June 19, 2002, at 7:00 p.m.**, in the Legislative Room, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation by Supervisor Moynihan.

Pledge of Allegiance to the Flag.

Opening Roll Call:

Present: Antonneau, Nicholson, Miller, Hansen, Zima, Vander Leest, Vanden Plas,
 Collins, Daul, Fleck, Moynihan, Schadewald, Lund, Graves, Schmitt, Haefs,
 Kaye, Evans, Johnson, Kuehn, Marquardt, Van Deurzen, Clancy, Watermolen,
 Simons, Fewell

Total Present: 26 Total Excused: None

No. 1 -- Adoption of agenda.

Resolutions 10h and 10i were moved up to be taken out of order after item #8b.

A motion was made by Supervisor Schmitt and seconded by Supervisor Zima to adopt the agenda as amended. Vote taken. Motion carried unanimously with no abstentions.

No. 2 -- Approval of minutes of County Board Meeting of May 15, 2002.

A motion was made by Supervisor Antonneau and seconded by Supervisor Graves to approve the minutes. Vote taken. Motion carried unanimously with no abstentions.

No. 3 -- Announcements by Supervisors. None

Supervisor Schmitt announced Supervisors are welcome and encouraged to attend a tour of the Lambeau Field renovations on June 27th from 11:00 a.m. to 1:00 p.m. Jim added that the project is 50% completed. If any supervisor cannot attend at this time, he encouraged them to call himself and he would arrange a more convenient time.

Supervisor Marquardt announced there was a County Officials day-long workshop attended by both Supervisor Kaye and herself, sponsored by the Extension Office and Wisconsin Counties Association. It consisted of Structure in County government, open meetings law, budgeting, smart growth planning, plus long-term health care facilities and transportation needs.

No. 4 -- Communications. None.

No. 5 -- Late Communications.

No. 5a -- From Supervisor Collins regarding: Circumstances surrounding removal of MHC Resolution from Brown County Board agenda.

Refer to Executive Committee.

No. 6 -- Appointments by County Executive.

A motion was made by Supervisor Haefs and seconded by Supervisor Johnson to approve appointments #6a thru 6n with one vote. Vote taken. Motion carried unanimously.

Supervisor Nicholson requested appointment #6f be voted on separately and asked Supervisor Kuehn about his qualifications.

No. 6a -- Appointment of Supervisor Joe Van Deurzen to Bay Workforce Development Area – Local Elected Officials Board.

No. 6b -- Reappointment of Bill Ullmer to Board of Adjustment.

No. 6c -- Appointment of Jack Krueger and reappointment of Conrad Umentum and Tom Drasek to Harbor Commission.

No. 6d -- Appointment of Supervisor Mike Fleck and reappointment of Julie Kohlhasse and Dave Hoslet to Neville Public Museum Board.

No. 6e -- Appointment of Supervisor John Vander Leest and Supervisor Pat Evans to NEW Zoo Advisory Committee.

No. 6f -- Appointment of Supervisor Kevin Kuehn to Diversity Affairs Council.

No. 6g -- Appointment of Ann Peggs and appointment of Supervisor Keith Watermolen to Emergency Medical Services Council.

No. 6h -- Appointment of John Withbroe to Affirmative Action Committee.

No. 6i -- Appointment of Supervisor Jane Hansen to Personnel Commission.

No. 6j -- Reappointment of Supervisor Rick Schadewald to Handicapped Children's Education Board.

No. 6k -- Appointment of Supervisor Bill Clancy to Aging Resource Center Board.

No. 6l -- Appointment of Supervisor Mary Marquardt, Supervisor Steve Fewell and Virginia Bryan to Human Services Board.

No. 6m -- Appointment of Supervisor Steve Fewell to Community Options Planning Committee.

No. 6n -- Appointment of Supervisor Pat Collins to Board of Health.

A motion was made by Supervisor Schadewald and seconded by Supervisor Haefs to approve appointments #6a thru 6n except #6f. Vote taken. Motion carried unanimously with no abstentions.

After discussion, a motion was made by Supervisor Kaye and seconded by Supervisor Clancy to approve appointment #6f. Vote taken. Motion carried unanimously with no abstentions.

No. 7a -- Report by County Executive.

County Executive Nusbaum highlighted areas of the Fox Community agreement before the Board tonight. This is a four county agreement, the only one like it in Wisconsin. This represents four counties combining efforts and monies for one single computer system, providing back up on the road as well as enhances police officer's safety. By incorporation with other three counties, Brown County will realize a direct savings of \$226,000. Total savings in northeastern Wisconsin on this cooperative project, is about \$1.6 million.

Nancy announced the new Brown County Dog Park is open, located at the Brown County Park on the West Side.

She also announced our Department of Administration received the Distinguished Budget Award. This is a National award that has been in existence since 1984. She offered congratulations to Brendan Bruss and his team for this honor.

No. 7b -- Report by Board Chairman.

Chairman Simons announced the WCA Convention on September 22-24 is in Milwaukee. The application deadline is July 31st. He directed Supervisors to obtain an application from Nancy Anderson in County Board Office.

Chairman Simons wished both Supervisor Johnson and Supervisor Daul his best wishes in their family health challenges.

No. 8 -- Other Reports.

No. 8a -- TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MARCH 2002.

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account of the Brown County Treasurer as of MARCH 31, 2002:

Associated Bank	\$ 1,235,085.28
Wisconsin Development Fund	(12,133.55)
Sweep account (Repurchase Agreements)	928.45
Deposits in Transit	50,056.79
Emergency Fund	(44,782.93)
Non-Sufficient Fund Checks Redeposited	146.05

PBA Sweep Account	(171,177.49)
Deposit Adjustment	0.00
Bank Error(s)	0.00
Total	<u>1,058,122.60</u>
Less Outstanding Checks	(2,135,447.67)
Other Reconcilable Items	<u>0.00</u>
Balance Per Cash Book	\$ (1,077,325.07)

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of March 31, 2002:

Year-to-Date Interest Received-Prior Month	\$ 530,949.78
Interest Received – Current Month	<u>248,329.36</u>
Year-to-Date Interest Received on unrestricted funds	\$ 779,279.14

Working Capital Reserves Invested	\$120,655,284.01
Restricted Investments	<u>6,761,537.68</u>
Total funds invested	\$127,416,821.69

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of March 31, 2002 and the statement of investments for the month of March have been compared and examined, and found to be correct.

 \s\ Kerry M. Blaney
County Treasurer

A motion was made by Supervisor Schadewald and seconded by Supervisor Watermolen to approve. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 8b -- TREASURER’S FINANCIAL REPORT FOR THE MONTH OF APRIL 2002.

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account of the Brown County Treasurer as of APRIL 30, 2002:

Associated Bank	\$ 3,030,275.73
Wisconsin Development Fund	.50
Sweep Account (Repurchase Agreements)	928.45
Deposits in Transit	31,664.78
Emergency Fund	(23,098.15)
Non-sufficient Fund Checks Redeposited	5.55
PBA Sweep Account	(194,648.27)

Deposit Adjustment	0.00
Bank Error(s)	0.00
Total	<u>2,845,128.59</u>
Less Outstanding Checks	(691,562.46)
Other Reconcilable Items	<u>0.00</u>
Balance Per Cash Book	\$ 2,153,566.13

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of April 30, 2002:

Year-to-Date Interest Received – Prior Month	\$ 779,279.44
Interest Received – Current Month	<u>284,806.46</u>
Year-to-Date Interest Received on unrestricted funds	\$ 1,064,085.90

Working Capital Reserves Invested	\$116,206,274.27
Restricted Investments	<u>6,759,957.37</u>
Total funds invested	\$122,966,231.64

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of April 30, 2002, and the statement of investments for the month of April have been compared and examined, and found to be correct.

\s\ Kerry M. Blaney
County Treasurer

A motion was made by Supervisor Kaye and seconded by Supervisor Fleck to approve. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 9 -- COMMITTEE REPORTS.

No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF JUNE 6, 2002.

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met it regular session on June 6, 2002, and recommends the following motions:

1. Review minutes of:
 - a. Housing authority (4/15/02).

- Approve.
2. Appointment of John Withbroe to Affirmative Action Committee. Committee approved. See Appointments June County Board.
 3. Appointment of Jane Hansen to Personnel Commission. Committee approved. See Appointments June County Board.
 4. Administration Committee Chair appointments to Facilities Master Plan Subcommittee. No action.

Comments from the Public.

5. (No comments.)

Communications:

6. Communication from Supervisor Marquardt re: Clarification of jurisdiction of authority concerning:
 - a. Personnel – Wages (County Code 2.06(1) and 2.12(6)(a-f).
 - b. Facilities Master Plan Subcommittee (County Code 2.06(1) and 2.12(3)).No action.
7. Facility Management – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
8. Clerk – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
9. Treasurer – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
10. Treasurer's financial report for the month of March 2002. Receive and place on file.
11. Treasurer's financial report for the month of April 2002. Receive and place on file.
12. Human Resources – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
13. Human Resources Monthly Committee Report (May 2002). Receive and place on file.
14. Human Resources – Discussion re: Classification and Compensation Plan. (Plan previously sent to all supervisors under separate cover.) Receive and place on file.
15. Human Resources – Communication from Supervisor Andy Nicholson re: Request to rescind pay raises for 2003, 2004, and 2005 respectively. (Motion: *Take Supervisor Nicholson's questions, refer them to the proper department heads and have the responses sent back to this committee for discussion in one month.*) Table this indefinitely.
16. Human Resources – Communication from Supervisor Andy Nicholson re: Rescind the market adjustment Classification and Compensation Plan which was adopted on November 12, 2001 in which it includes pay raises for 2003, 2004 and 2005 respectively. Refer to Executive Committee.
17. Corporation Counsel – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
18. Corporation Counsel – Resolution re: Disallowance of Claim (Scott Bartoletti). Committee approved. See Resolutions, Ordinances June County Board.
19. Department of Administration – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
20. Department of Administration – Performance Measurement background information. No action.
21. Department of Administration – 2002 Budget Transfer Log. Receive and place on file.

22. Department of Administration – Monthly Activities Report (April 19 through May 24, 2002). Receive and place on file.
23. Audit of bills. (May 2002) (Held from previous meeting.) Pay the bills.
24. Audit of bills. (June 2002). Pay the bills.
25. Discussion of next month's meeting date (falls on July 4th). (Next month's meeting will be June 27, 2002 at 6 p.m.)

A motion was made by Supervisor Marquardt and seconded by Supervisor Lund to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: _____ \s\ Nancy J. Nusbaum, County Executive

Date: 7/2/2002

No. 9b -- REPORT OF EDUCATION AND RECREATION COMMITTEE OF MAY 23, 2002

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION AND RECREATION COMMITTEE met in regular session on May 23, 2002, and recommends the following motions:

1. Appointment of Supervisor Mike Fleck and reappointment of Julie Kohlhase and Dave Hoslet to Neville Public Museum Board. Committee approved. See Appointments June County Board.
2. Appointment of Supervisor John Vander Leest and Supervisor Pat Evans to NEW Zoo Advisory Board. Committee approved. See Appointments June County Board.
3. Resolution re: Initial Resolutions Authorizing the Issuance of not to Exceed \$13,940,000 General Obligation County Bonds, Series 2002, of Brown County, Wisconsin. (Golf Course).
 - a) Reduce the bonding from \$500,000 to \$400,000.
 - b) Bond for \$400,000 on the resolution.
 See Resolutions, Ordinances June County Board.
4. Arena/Expo Centre – Attendance Report (April 2002). Receive and place on file.
5. Museum – Communication from Supervisor Robert Miller re: Recommendation of Exhibits at Neville Public Museum. Request Supervisor Miller work on this recommendation with the Museum Corporation and Museum Board and come back in one month to report their conclusions.
6. Museum – Visitor Count for month of April 2002. Receive and place on file.
7. Museum – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
8. Request for Budget Transfer: Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services; County Board request to allocate \$5,000 for market study. Approve.
9. Museum – Director's report. Receive and place on file.

10. Library – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
11. Library – Update on Kress Family Library. No action.
12. Library – Director’s report. Accept.
13. Golf Course – 2002 Golf Report (May 7, 2002). Receive and place on file.
14. Golf Course – Update on proposed new clubhouse. Receive and place on file.
15. Golf Course – Daily Financial and attendance Report. Receive and place on file.
16. Golf Course – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
17. Golf Course – Superintendent’s Report. Receive and place on file.
18. Parks – Report on recommendation pertaining to hours of operation on Fox River Trail. Receive and place on file recommendations of the hours that were submitted by Park Director.
19. Parks – Communication from Supervisor Schmitt re: Provide the County Board a long range plan regarding the Fox River Trail which would include proposed rest areas, observation areas, and any other amenities. Furthermore, request an update regarding enforcement measures of hours of operation and response protocol regarding citizen complaints. (Referred from May 15, 2002 County Board.) Supervisors Schmitt, Van Deurzen and Kuehn work with staff to develop a long range plan regarding the Fox River Trail.
20. Parks – Approve 2002-2003 County Snowmobile Grant Application. Approve.
21. Parks – Approve RTA Grant Application for parking and rest stations on the Mountain-Bay Trail. Approve grant application.
22. Parks – Discussion and approval of Carousel Project for the NEW Zoo. Approve.
23. Parks – Town of Scott Resolution re: Preservation of Wequiock Creek Corridor. Approve.
24. Parks – First Quarter 2002 Objective Monitoring Report. Approve.
25. Parks – Director’s Report. Receive and place on file.
26. Audit of bills. Pay the bills.

A motion was made by Supervisor Vanden Plas and seconded by Supervisor Antonneau to adopt. Vote taken. Supervisor Haefs, Supervisor Zima and Supervisor Evans voted no on item #8 of this report. Remainder of report carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 9c -- REPORT OF SPECIAL EDUCATION AND RECREATION COMMITTEE OF JUNE 12, 2002

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION AND RECREATION COMMITTEE met in special session on June 12, 2002, and recommends the following motions:

1. Bids on the Kress Family Library (see attached). Accept low bid for the Kress Family Library.
2. Approval of plans for the Golf Course Club House. Approve.

Bids on the Construction of the Kress Family Library

IEI Construction Contractors	\$2,821,260
Miron Construction	\$2,773,122
George Hougard Construction	\$2,739,041
J.C. Basten Construction	\$2,770,009

A motion was made by Supervisor Johnson and seconded by Supervisor Kuehn to adopt. Pull Item #1 by Supervisor Haefs.

Item #1 -- Bids on the Kress Family Library.

Supervisor Haefs emphasized that the full County Board doesn't approve this. It's approved at committee level. He would like these words added after 9c#1 "Informational only, Committee vote only."

Under Discussion.

Supervisor Haefs asked for additional wording on attached report.

Corporation Counsel said no vote had to be taken for additional wording.

Supervisor Nicholson asked to abstain from Item 9c#1.

Item #2 -- Approval of plans for the Golf Course Club House.

Supervisor Zima made a motion to refer item #2 back to committee for the purpose of considering a special fee to be added to all rounds of golf to pay for the capital costs of remodeling the Golf Course Club House, and seconded by Supervisor Haefs.

Much discussion followed.

Vote taken on Supervisor Zima's motion to refer: Roll Call #9c2(1):

Ayes: Zima, Vanden Plas, Collins, Moynihan, Haefs, Marquardt

Nays: Antonneau, Nicholson, Miller, Hansen, Vander Leest, Daul, Fleck, Schadewald, Graves, Schmitt, Kaye, Evans, Johnson, Kuehn, Van Deurzen, Clancy, Watermolen, Simons, Fewell

Abstain: Lund

Supervisor Lund asked for permission to change his "abstain" vote to a "nay" vote. Motion by Supervisor Watermolen and seconded by Supervisor Vanden Plas to grant permission to change the vote. Voice vote taken. Motion carried unanimously to allow the change in vote.

Total Ayes: 6 Total Nays: 20

Motion defeated to refer.

Back to original motion.

A motion was made by Supervisor Johnson and seconded by Supervisor Vander Leest to adopt item #2.

Voice vote taken. (Voting machine inoperable at this time.) Requesting to be recorded as voting "nay" are Supervisor Haefs, Supervisor Zima, Supervisor Marquardt, Supervisor Collins, Supervisor Vanden Plas and Supervisor Moynihan. Motion carried.

A motion was made by Supervisor Johnson and seconded by Supervisor Vander Leest to adopt the Education and Recreation Report. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 9d -- REPORT OF EXECUTIVE COMMITTEE OF JUNE 10, 2002

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on June 10, 2002, and recommends the following motions:

1. Review minutes of:
 - a) Diversity Affairs Council (5/8/02 & 5/13/02).
 - 1) Receive and place on file minutes of 5/8/02.
 - 2)** ~~Hold the 5/13/02 minutes for 30 days and forward to the District Attorney's office to determine if there was a violation of the open meetings law.~~
- ** Deleted as per the County Board on June 19, 2002.
2. Appointment of Supervisor Kevin Kuehn to Diversity Affairs Council. Committee approved. See Appointments June County Board.
3. Report by County Executive. (No report)
4. Legislative Subcommittee Report. (No report)
5. Resolution re: Resident Responsibility Act of 2002 – Adopting English as its Official Language. (Referred from May County Board.)
 - a) Approve the resolution with the following changes: Remove the names Terry Musser, Barbara Gronemus, Rod Moen and Ron Kind and insert Frank Lasee after Al Ott and move Mark Green in place on Ron Kind after the words U.S. Representative. Ayes: 5(Antonneau, Kaye, Moynihan, Simons, Daul); Nays: 1(Fewell); Excused: 1(Marquardt). Motion approved 5-1.
 - b) Amend the motion to approve the resolution with legislative changes contingent on a review by a special committee appointed by the County Board Chair and Diversity Council. Ayes: 2(Kaye, Fewell); Nays: 4(Antonneau, Moynihan, Simons, Daul). Excused: 1(Marquardt). Motion denied.
 - i) Communication from ACLU re: Resolution Resident Responsibility Act of 2002. Receive.
 - ii) Communication from William J. Hynes, President. St. Norbert College re: Declaring English Language as Official Language. Receive.

- See Resolutions, Ordinances June County Board.
6. Communication from Supervisor Tom Lund re: Requesting to require Brown County Board approval for any bills in excess of \$5,000. (Referred from May County Board.) To table.
 7. * Communication from Supervisor Patrick Evans re: Brown County's Hiring Freeze. (Referred from May County Board.) Adopt Supervisor Evans proposal regarding a Brown County hiring freeze and set the number of 1702 as the full-time employee threshold.
 - * Tabled as per the County Board on June 19, 2002.
 8. Communication from Supervisor Mary Marquardt re: Review of Chapter 2 of Brown County Code book. (Supervisor Marquardt not present.) Table for one month.
 9. Communication from Supervisor Mary Marquardt re: Clarification of jurisdiction of authority concerning:
 - a) Personnel – Wages (County Code 2.06(1) and 2.12(6)(a-f).
 - b) Facilities Management Subcommittee (County Code 2.06(1) and 2.12(3). (Supervisor Marquardt not present.) Table for one month.
 10. Resolution re: Initial Resolutions Authorizing the Issuance of not to Exceed \$12,940,000 General Obligation County Bonds, Series 2002, of Brown County, Wisconsin. (Referred from Planning, Development and Transportation Committee and Education and Recreation Committee.) Approve with amended figure of \$12,060,000 General Obligation County Bonds. See Resolutions, Ordinances June County Board.
 11. Resolution re: District Attorney Office Reorganization. (Referred from Public Safety Committee.) Held from previous meeting. Committee approved. See Resolutions, Ordinances June County Board.
 12. Resolution re: Addition a Position in the District Attorney's Table of Organization. (Request for an Additional Legal Secretary Position.) (Referred from Public Safety Committee.) Committee approved. See Resolutions, Ordinances June County Board.
 13. Ordinance re: To Amend Section 2.13(1)(e) of the Brown County Code dealing with Scheduling of County Board Meetings. Committee approved. See Resolutions, Ordinances June County Board.
 14. Human Resources report re: Classification and Compensation Plan. Receive and place on file.
 15. * Communication from Supervisor Andy Nicholson re: Rescind the market adjustment Classification and Compensation Plan which was adopted on November 12, 2001 in which it includes pay raises for 2003, 2004, 2005 respectively. (Referred from Administration Committee.) Adopt communication and rescind the market adjustment Classification and Compensation Plan which was adopted on November 12, 2001 which includes pay raises for 2003, 2004 and 2005 respectively. Ayes: 5(Antonneau, Daul, Fewell, Moynihan, Simons); Nays: 1(Kaye); Excused: 1(Marquardt). Motion Carried.
 - * Referred back to Executive Committee as per the County Board on June 19, 2002.
 16. Communication from Supervisor Guy Zima re: Requesting that County Board rescind all county administrative pay raises implemented as of January 2, 2002 and substitute a 3% pay raise. (*Motion from last meeting: "Hold Supervisor Zima's request to rescind the administrative pay raises and substitute a 3% pay raise until after there is an opinion garnered by the Chair and Vice-Chair as to the legality of the procedure of the adoption*

of the pay increases. Depending upon that answer, determine the parameters to which any and all of the other fees can be rescinded.”) Receive and place on file.

17. **Closed Session:** For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wisconsin State Statute 19.85(1)(e). In the alternative, the Executive Committee is meeting for the purpose of collective bargaining and is not subject to the Wisconsin open meetings law pursuant to 19.82(1) of the Wisconsin State Statutes.
- a) Enter into closed session.
 - b) Return to regular order of business.
 - c) No action taken.

A motion was made by Supervisor Collins and seconded by Supervisor Antonneau to adopt.

Item #1a2 pulled by Supervisor Kuehn.

Item #7 pulled by Supervisor Collins.

Item #15 pulled by Supervisor Marquardt.

Voice vote taken to adopt remaining portion of the agenda. Motion carried unanimously with no abstentions.

Item #1a2 -- Hold the 5/13/02 minutes for 30 days and forward to the District Attorney’s office to determine if there was a violation of the open meetings law.

Supervisor Kuehn explained why he was making a motion to delete this item from the agenda. Seconded by Supervisor Clancy. Discussion followed explaining why this item is before the Board. Voice vote taken. (voting machine was inoperable at this time) Motion carried unanimously with no abstentions to delete the motion, with no Supervisors requesting to be recorded nay.

Item #7 -- Communication from Supervisor Patrick Evans regarding: Brown County’s Hiring Freeze (referred from May County Board).

Corporation Counsel, Ken Bukowski informed the Board it would take a 2/3 vote to adopt the FTE proposed by Supervisor Evans.

Supervisor Zima made a motion to refer this back to committee seconded by Supervisor Collins.

After much discussion, Supervisor Zima withdrew his motion.

A motion was made by Supervisor Watermolen and seconded by Supervisor Lund to table. Motion passed with Supervisor Kuehn, Supervisor Zima, Supervisor Haefs, Supervisor Marquardt, Supervisor Moynihan, Supervisor Antonneau, Supervisor Nicholson, Supervisor Vander Leest, Supervisor Johnson and Supervisor Simons being recorded as “nay” votes. Motion carried.

Item #15 -- Communication from Supervisor Andy Nicholson regarding: Rescind the market adjustment Classification and Compensation Plan which was adopted on November 12, 2001 in which it includes pay raises for 2003, 2004, 2005 respectively. (referred from Administration Committee)

A motion was made by Supervisor Collins and seconded by Supervisor Evans to adopt.

Under discussion.

Supervisor Collins made a motion, seconded by Supervisor Kuehn to refer back to Executive Committee.

Discussion followed with Supervisor Clancy explaining the history of the Class and Comp Study. A motion was made by Supervisor Fleck and seconded by Supervisor Clancy to suspend the rules to allow interested parties to address the Board. Addressing the County Board in opposition to rescinding the market adjustment Class and Comp Plan were:

Mary Maslowski – Chair – Aging Resource
Marvin Rucker – Human Services – Supervisor
Bill Hunter – Human Services – Supervisor
Cathy Johnson – Child Support – Administrator
Cheryl Dedrick – Chamber of Commerce
Mary Fisher – Circuit Courts – Judicial Assistant

A motion was made by Supervisor Van Deurzen and seconded by Supervisor Clancy to return to the regular order of business. Voice vote taken. Motion carried unanimously with no abstentions.

Several Supervisors spoke to the effect of rescinding the pay raises and several questions were asked of Human Resources Director, Jim Kalny.

After a lengthy discussion, a vote was taken on Supervisor Collins' motion to refer back to committee. Seconded by Supervisor Kuehn. The hand roll call was taken. (Voting machine was inoperable at this time.)

Ayes: Schmitt, Haefs, Johnson, Vanden Plas, Kuehn, Collins, Marquardt, Fleck, Clancy, Watermolen, Schadewald, Fewell

Nays: Antonneau, Graves, Nicholson, Miller, Hansen, Kaye, Zima, Evans, Vander Leest, Daul, Van Deurzen, Moynihan, Simons, Lund

Total Ayes: 12 Total Nays: 14

Motion defeated.

A motion was made by Supervisor Nicholson and seconded by Supervisor Evans to adopt item #15 of the Executive Report.

Lengthy discussion followed, with Supervisor Schmitt making a motion to add after the word "respectively": "and replace with a new plan at budget time." seconded by Supervisor Evans.

Discussion on Supervisor Schmitt's motion was followed with a substitute motion by Supervisor Zima "that the County Board rescind the entire Classification and Compensation Plan, and return to the old plan with a 3% pay increase for 2002."

More discussion took place with Supervisor Zima asking to rescind his motion, and the second to his motion agreed.

A motion was made by Supervisor Hansen and seconded by Supervisor Johnson to reconsider the motion to refer back to Executive Committee. Vote taken. No roll call requested. Ayes: 14; Nays: 12. Motion carried to reconsider referral.

A motion was made by Supervisor Schadewald and seconded by Supervisor Johnson to refer item #15 of the Executive Committee Report back to Committee. Vote taken. No roll call requested. Ayes: 17; Nays: 9. Motion carried to refer Item #15 back to Committee.

A motion was made by Supervisor Vander Leest and seconded by Supervisor Johnson to adopt the entire report. Voice vote taken. Motion carried.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 7/2/2002

No. 9e -- REPORT OF HUMAN SERVICES COMMITTEE OF JUNE 5, 2002

**TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on June 5, 2002, and recommends the following motions:

1. Review minutes of:
 - a) Human Services Board (5/2/02).
 - b) Children with Disabilities Education Board (4/15/02).
 - c) Aging Resource Center – Finance Committee (4/26/02).
 - d) Aging Resource Center Board (4/26/02).
 - e) Homeless Issues and Affordable Housing Subcommittee (4/29/02).Receive and place on file.
2. Reappointment of Supervisor Rick Schadewald to Handicapped Children's Education Board. Committee approved. See Appointments June County Board.
3. Appointment of Supervisor Pat Collins to Board of Health. Committee approved. See Appointments June County Board.
4. Appointment of Steve Fewell to Community Options Planning Committee. Committee approved. See Appointments June County Board.
5. Appointments of Supervisor Mary Marquardt, Supervisor Steve Fewell and Virginia Bryan to Human Services Board. Committee approved. See Appointments June County Board.
6. Appointment of Supervisor Bill Clancy to Aging Resource Center Board. Committee approved. See Appointments June County Board.
7. Appointment/approval of two new members to Homeless Issues and Affordable Housing Subcommittee, Alan Ells and Lori Gerard. Committee approved.
8. Pierce County Resolution re: To Protest State Decrease In Intoxicated Driver Program Supplemental Funding. (Referred from Legislative Subcommittee.) Receive and place on file.
9. Syble Hopp School – Third Quarter 2002 Objective Monitoring Report. Receive and place on file.
10. Syble Hopp School – Director's report. Receive and place on file.
11. Health Department – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
12. Aging Resource Center – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
13. Veterans' Services – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
14. Update by Millennium Architects re: Mental Health Center construction (Mark Dillenburg). No action.

15. Communication from Supervisor Pat Evans re: Revisiting current Mental Health Center and its potential for upgrading and renovation. (Referred from May County Board.) Refer the first two paragraphs of Supervisor Evans' communication to the Facility Master Plan Subcommittee for a report back to this committee in a practical time.
16. * Communication from Supervisor Zima re: #9d, #8 on County Board agenda re: To strike all words after "Requesting County Board..." and to replace with the following: "hire a consultant to review the design of the proposed new Mental Health Center to determine options and to determine if a proposal by McGann Construction and Architects 2000 to build the existing design for between \$24 to \$26 million is worthy." (Referred from May County Board.) Invite McGann and their architects to come and present a detailed analysis of how they propose to build the same size facility with a different design at a lower cost. Ayes: 3(Zima, Miller, Evans); Nays: 4(Fewell, Clancy, Fleck, Collins). Motion Defeated.
- * Amend motion to say: "Invite all interested parties to come and present a detailed analysis of how they propose to build the same size facility with a different design at a lower cost." Amended as per the County Board on June 19, 2002.
17. ** Communication from Supervisor Robert Miller re: Hiring by the County Board of an architect and/or consultant to consider alternatives to the current layout/design of the new Mental Health Center. Consider other designs of the Mental Health Center. Ayes: 3(Evans, Miller, Zima); Nays: 4(Clancy, Fleck, Collins, Fewell). Motion Defeated.
- ** Receive and place on file as per the County Board on June 19, 2002.
18. Memo/Petition from Doug Daul, Green Bay City Clerk and Communication from Mayor Paul Jadin re: Rezoning of land to build a new Mental Health Center. Receive and place on file.
19. *** Resolution re: Approving Construction of a New Mental Health Center.
 - a) Committee approved. Ayes: 4(Fewell, Collins, Clancy, Fleck); Nays: 3(Zima, Evans, Miller). Motion Carried.
 - b) Table for one month. Ayes: 3(Zima, Evans, Miller); Nays: 4(Clancy, Fleck, Fewell, Collins). Motion Defeated.
- *** This item will be covered under Resolution 10i as per the County Board on June 19, 2002.
20. Human Services Department – Resolution re: Mental Health Center Table of Organization Change Regarding Meal Services to Brown County Aging Resource Center. (Referred back to committee from May County Board.) Refer to Executive Committee. Ayes: 6(Zima, Fleck, Fewell, Clancy, Collins, Miller); Nays: 1(Evans). Motion Carried.
21. Human Services Department – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
22. Human Services Department – Director's report. Refer Director's report to the next meeting.
23. Audit of Bills. Pay the bills.
24. Discussion of "new" date and time for regular meetings. (Next scheduled meeting is Wednesday, June 19, 2002 at 5:15 p.m.)

A motion was made by Supervisor Nicholson and seconded by Supervisor Antonneau to adopt except for items #16, #17 and #19. Vote taken. Motion carried unanimously with no abstentions.

Item #16 -- Communication from Supervisor Zima regarding: \$9d, #8, on County Board agenda regarding: To strike all words after "Requesting County Board..." and to replace with the following: "hire a consultant to review the design of the proposed new Mental Health Center to determine options and to determine if a proposal by McGann Construction and Architects 2000 to build the existing design for between \$24 to \$26 million is worthy." (referred from May County board)

After a lengthy discussion on the Committee's actions, Supervisor Lund submitted the motion to amend as follows: "Invite all interested parties to come and present a detailed analysis of how they propose to build the same size facility, with a different design at a lower cost." Vote taken. Roll call #9e1:

Ayes: Antonneau, Nicholson, Miller, Zima, Vander Leest, Daul, Moynihan, Schadewald, Lund, Graves, Schmitt, Haefs, Evans, Johnson, Van Deurzen, Simons, Fewell

Nays: Hansen, Vanden Plas, Collins, Fleck, Kaye, Kuehn, Marquardt, Clancy, Watermolen

Total Ayes: 17 Total Nays: 9

Motion carried.

Item #17 -- Communication from Supervisor Robert Miller regarding: Hiring by the County Board of an architect and/or consultant to consider alternatives to the current layout/design of the new Mental Health Center.

A motion was made by Supervisor Zima and seconded by Supervisor Evans to receive and place on file. Voice vote taken. Motion carried.

Item #19 -- Resolution regarding: Approving Construction of a new Mental Health Center.

This item is covered under Resolution #10i.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 9f -- REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE AND LAND CONSERVATION SUBCOMMITTEE OF MAY 16, 2002

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE AND LAND CONSERVATION SUBCOMMITTEE met in regular session on May 16, 2002, and recommend the following motions:

Land Conservation Subcommittee

1. Review of the Mercier Project. Refer this issue to staff to handle in the best way possible and report back to the committee.
2. Great Lakes Commission Grant Request for Pre Proposals. Approve.
3. Update Shoreland Ordinance Provisions. Receive and place on file.
4. CREP college intern. Approve.

Planning, Development and Transportation Committee

1. Review minutes of:
 - a) Sewage Plan Update Steering Committee (3/26/02).
 - b) Planning Commission (4/3/02).
 - c) Harbor Commission (2/4/02).
 - d) Subdivision Ordinance Update Review Committee (3/20/02).Receive and place on file items a-d.
2. Reappointment of Bill Ullmer to Board of Adjustment. Committee approved. See Appointments June County Board.
3. Appointment of Jack Krueger and reappointment of Conrad Umentum and Tom Drasek to Harbor Commission. Committee approved. See Appointments June County Board.
4. Initial Resolutions re: Authorizing the Issuance of Not to Exceed \$12,940,000 General Obligation County Bonds, Series 2002, of Brown County Wisconsin. (Airport and Highway.)
 - a) **Airport** – Approve the Public Hearing on the Bonding proposal for next month's Planning, Development and Transportation Committee.
 - b) **Airport** – Approve bonding proposal for Airport.
 - c) **Highway** – Delete \$780,000 from this request for renovation and addition to the County Highway Department Greenleaf Shop Facility.
 - d) **Highway** – Approve general obligation County bonds for road and highway improvements not to exceed \$5,660,000.See Resolutions, Ordinances June County Board.
5. Zoning – Item regarding zoning violation notice sent to Greg Kozloski, which deals with the ordinary high water mark in the vicinity of the Suamico River. Receive and place on file.
6. Airport – Resolution re: Amending Advance Land Acquisition Loan for Airport Purposes. Committee approved. See Resolutions, Ordinances June County Board.
7. Airport – Update on Law Enforcement Officer at security checkpoint. Receive and place on file.
8. Airport – Bonding proposal for Airport (Same as #4a & b above).
 - a) Approve the Public Hearing on the Bonding proposal for next month's Planning, Development and Transportation Committee.
 - b) Approve bonding proposal for Airport.
9. Highway – Communication from Supervisor Merlin Vanden Plas re: Weight Limits on County Roads. No action.
10. Highway – Communication from Supervisor Merlin Vanden Plas re: Deer Crossing Signs. Receive and place on file.

11. Highway – 2002 Bonding Proposal – Highway Projects. (Same as \$4c & d above.)
 - a) Delete \$780,000 from this request for renovation and addition to the County Highway Department Greenleaf Shop Facility.
 - b) Approve general obligation County bonds for road and highway improvements not to exceed \$5,660,000.
12. Highway – Brown County 6-Year Highway Improvement Plan, 2003-2008. Receive and place on file.
13. Highway Commissioner's Report. (No report.)
14. UW-Extension – Owner's Claim for Damages to Animals (Steve Dart). (Held from previous meeting.)
 - a) ** Approve \$7,00 payment (\$1,000 per deer). Ayes: 2(Lund, Vanden Plas); Nays: 3(Van Deurzen, Daul, Haefs). Motion defeated.
 - b) Approve sum of \$600 per deer for a total of \$4,200. Ayes: 3(Lund, Daul, Haefs); Nays: 2(Van Deurzen, Vanden Plas). Motion Carried.
- ** Amended as per the County Board on June 19, 2002, to Approve the \$7,000 for payment of 7 deer to come out of the Dog Damage Fund.
15. UW-Extension – Request for Budget Transfer: Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category: Transfer \$6,300 from Nutrient Pest management fund to Outlay to purchase a copy machine. Approve, not to exceed \$6,300.
16. UW-Extension – Request to apply for a Mini-Society Grant in the amount of \$1,820 through the Milwaukee County UW-Extension Office. Approve.
17. UW-Extension – Request to apply for a DNR grant in the amount of \$10,000 to reprint the garlic mustard and buckthorn bulletins. Approve.
18. Planning Commission – Consideration of 2003 Funding for Bay Lake Regional Planning Commission. Accept report into the record.
19. Port & Solid Waste – MRF Conduit and Wiring Upgrade Bid (See attached). Approve conduit and wiring upgrade for the materials recycling facility and award bid to Encompass Electric not to exceed \$44,000.
20. Audit of bills. Pay the bills.

Bids for Upgrade Conduit & Wiring for the MRF

Eland Electric Corporation	\$79,900.00
Northern Electric, Inc.	\$54,598.00
Encompass Electric	\$44,800.00
Suburban Electrical	\$52,250.00
Quest Electric, Inc.	\$103,425.00
Stiegler Electric	\$53,288.00

A motion was made by Supervisor Daul and seconded by Supervisor Clancy to adopt.
 Supervisor Vanden Plas requested a separate vote on item #14a&b.
 Supervisor Graves requested a separate vote on item #19.
 Remainder of report passed on a voice vote unanimously with no abstentions.

Item #14a -- Dog Damage Claim to approve \$7,000 payment (\$1,000 per deer). Motion was defeated.

Item #14b -- Approve sum of \$600 per deer for a total of \$4,200. Motion carried.

A motion was made by Supervisor Vanden Plas to amend items 14a&b as follows: to amend owner's claim for damages to animals (deer) for \$1000 per buck deer (7) to the owner of those deer from the dog tax. Seconded by Supervisor Haefs. Supervisor Vanden Plas stated he doesn't feel that \$1000 limit is an unreasonable cost.

A motion was made by Supervisor Vanden Plas and seconded by Supervisor Antonneau to suspend the rules to allow interested parties to address the Board. Vote taken. Motion carried.

Dennis Dart, 1691 Luxemburg Road and Steven Dart, 6263 Luxemburg Road spoke on the proposed settlement of \$600.00. They submitted a total of more than \$600.00 per animal, explaining their losses plus they explained the State Statutes regulating this claim. By State Statute, the County must give \$1,000 value per buck deer unless we can prove otherwise as per Corporation Counsel.

A motion was made by Supervisor Evans and seconded by Supervisor Fleck to return to the regular order of business. Vote taken. Motion carried.

Supervisor Vanden Plas repeated his motion "to amend owner's claim for damages to animals (deer) for \$1000 per seven buck deer to the owner of those deer, from the dog tax." seconded by Supervisor Kuehn.

Ken Bukowski, Corporation Counsel explained the County is libel to pay this claim, unless we can prove the claim wrong.

Voice vote taken on Supervisor Vanden Plas motion. (Voting machines was not operable at this time.) Supervisor Daul and Supervisor Schmitt voted nay; Supervisor Antonneau abstained. Motion carried to allow payment of \$1,000 per buck deer for 7 deer.

Item #19 -- Port and Solid Waste MRF conduit and Wiring Upgrade Bid.

A motion was made by Supervisor Hansen and seconded by Supervisor Nicholson to adopt. Go back to language and insert: "For information only – Committee vote only".

Voice vote on #19. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 9g -- REPORT OF PUBLIC SAFETY COMMITTEE OF JUNE 5, 2002

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on June 5, 2002, and recommends the following motions:

1. Review minutes and reports of:
 - a) Circuit Court Security Committee (4/17/02) & (3/29/02).
 - b) Volunteers in Probation – Monthly Statistics (ending 4/30/02).
- Receive and place on file items a-b.

2. Appointment of Ann Peggs and Supervisor Keith Watermolen to Emergency Medical Services Council. Committee approved. See Appointments June County Board.
3. District Attorney – Resolution re: District Attorney Office Reorganization. (Held from previous meeting.) Approve resolution regarding District Attorney Office Reorganization. Ayes: 4(Kaye, Schmitt, Watermolen, Zima); Nays: 1(Nicholson). Motion Carried. See Resolutions, Ordinances June County Board.
4. District Attorney – Request for an additional legal secretary position. (Held from previous meeting.) Referred to Executive Committee. Approve the position based on funding through District Attorney's existing budget. See Resolutions, Ordinances June County Board.
5. Clerk of Courts – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
6. Clerk of Courts Statistics through March 2002. Receive and place on file.
7. Medical Examiner – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
8. Public Safety Communications – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
9. Public Safety Communications – Resolution re: Intergovernmental Agreement Regarding FoxComm. To Adopt. Ayes: 4(Kaye, Nicholson, Schmitt, Watermolen); Excused: 1(Zima). Motion Carried. See Resolutions, Ordinances June County Board.
10. Public Safety Communications – Emergency Management Grant Application. Approve.
11. Public Safety Communications – Request to add member (Tom Collins) to Local Emergency Planning Committee (LEPC). Approve.
12. Public Safety Communications – Director's report. Receive and place on file.
13. Sheriff – Cameras in pods at New Jail. (Held from previous meeting.) No action.
14. * Sheriff – Communication from Supervisor Pat Collins re: Review of Sheriff's Deputies Carrying Pistols in Courtroom. Receive and place on file.
- * Refer item #14 back to Courthouse Security Subcommittee as per the County Board on June 19, 2002.
15. Sheriff – DOT Traffic Grant Extension Proposal. Approve.
16. Sheriff – Jail population and overtime report. Receive and place on file.
17. Sheriff – First Quarter 2002 Objective Monitoring Report. Receive and place on file.
18. Sheriff's report. Receive and place on file.
19. **Closed Session:** Pursuant to Sec. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation date of a public employee over which the Committee has jurisdiction or exercises responsibility. (No Closed Session held.)
20. Audit of bills. Pay the bills.
21. Discussion re: Review time and date of regular meetings of this committee. (Time and date of regular meetings remain the same.)

A motion was made by Supervisor Watermolen and seconded by Supervisor Evans to adopt except for Item #14. Voice vote approved remainder of report.

Item #14 -- Communication from Supervisor Pat Collins regarding: Review of Sheriff's deputies carrying pistols in Courtroom.

A motion was made by Supervisor Evans and seconded by Supervisor Nicholson to adopt. Voice vote. Passed unanimously with no abstentions.

A motion was made by Supervisor Collins and seconded by Supervisor Kuehn to refer item #14 to the Courthouse Security Subcommittee. Voice vote on referral. Supervisor Nicholson voted nay. Motion carried to refer item #14.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 10 -- RESOLUTIONS, ORDINANCES.

No. 10a -- RESOLUTION REGARDING DISALLOWANCE OF CLAIM (SCOTT BARTOLETTI)

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, a Notice of Claim and Claim were filed on May 2, 2002 in the Brown County Clerk's office; and

WHEREAS, said Notice of Claim and Claim allege that Scott Bartoletti sustained damages, and alleges that said damages were caused by Brown County and employees of Brown County; and

WHEREAS, after a review of this matter by the Corporation Counsel's office, said office recommends that the Claim be denied.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Claim submitted by Scott Bartoletti be and the same is hereby denied, and no action on this claim may be brought against Brown County or any of its officers, officials, agents or employees after six months from the date of service of this notice.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimant, Scott Bartoletti, as a notice of disallowance.

Respectfully submitted,
ADMINISTRATION COMMITTEE

A motion was made by Supervisor Haefs and seconded by Supervisor Nicholson to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 10b -- **INITIAL RESOLUTIONS REGARDING: AUTHORIZING THE
ISSUANCE OF NOT TO EXCEED \$12,060,000 GENERAL OBLIGATION
COUNTY BONDS, SERIES 2002, OF BROWN COUNTY WISCONSIN
(AIRPORT, HIGHWAY, GOLF COURSE)**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$12,060,000 GENERAL OBLIGATION COUNTY BONDS, SERIES, 2002,
OF BROWN COUNTY, WISCONSIN**

**** Initial Resolution Authorizing General Obligation Bonds
in an Amount Not To Exceed \$400,000**

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$400,000 for the purpose of paying the cost of constructing and equipping a new golf course clubhouse.

BE IT FURTHER RESOLVED by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

**** The \$400,000 for the Construction of the New Golf Course Club House was deleted as per the County Board on June 19, 2002.**

**Initial Resolution Authorizing General Obligation Bonds
In An Amount Not to Exceed \$6,000,000**

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$6,000,000 for the purpose of airport concourse renovation and expansion.

BE IT FURTHER RESOLVED by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing General Obligation Bonds
In an Amount Not to Exceed \$5,660,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$5,660,000 for the purpose of paying the cost of highway improvements including the CTH "EA" (Eastern Arterial), CTH "V" (East Mason Street), CTH "GV", CTH "V" (Lime Kiln Road), CTH "JJ" (Verlin Road), CTH "VK" (Lombardi Avenue), CTH "V" (Finger Road), CTH "C", CTH "EB" (Cardinal Lane) and CTH "SB" (South Bridge Arterial) projects.

BE IT FURTHER RESOLVED by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such improvements shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Respectfully submitted,
BROWN COUNTY BOARD OF
SUPERVISORS
EXECUTIVE COMMITTEE

A motion was made by Supervisor Antonneau and seconded by Supervisor Graves to adopt. Supervisor Haefs asked if the Golf Course Club House was included in the bonding proposal before us and he was told yes it was. With that knowledge, he requested a separation of vote, thus separating \$400,000 for Club House from the rest of the Bond Proposal, seconded by Supervisor Collins.

A motion was made by Supervisor Johnson and seconded by Supervisor Vander Leest to vote on Golf Course bonding. Vote taken. $\frac{3}{4}$ "aye" votes required to pass. Roll Call #10b(1):

Ayes: Antonneau, Graves, Nicholson, Hansen, Kaye, Vander Leest, Johnson, Vanden Plas, Kuehn, Daul, Fleck, Clancy, Watermolen, Simons, Lund, Fewell

Nays: Schmitt, Miller, Haefs, Zima, Evans, Collins, Marquardt, Van Deurzen, Moynihan, Schadewald

Motion defeated. Did not receive the $\frac{3}{4}$ aye votes needed.

A motion was made by Supervisor Zima and seconded by Supervisor Haefs to adopt the remainder of the bonding resolution. Vote taken. $\frac{3}{4}$ vote required. Roll Call #10b(1):

Ayes: Graves, Nicholson, Schmitt, Miller, Haefs, Hansen, Kaye, Zima, Evans, Vander Leest, Johnson, Vanden Plas, Kuehn, Collins, Marquardt, Daul, Van Deurzen, Fleck, Clancy, Moynihan, Watermolen, Schadewald, Simons, Lund, Fewell

Nays: Antonneau

Total Ayes: 25 Total Nays: 1

Motion carried.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

**No. 10c -- RESOLUTION REGARDING: AMENDING ADVANCE LAND
ACQUISITION LOAN FOR AIRPORT PURPOSES**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, on August 18, 1999 the Brown County Board of Supervisors adopted a resolution entitled "Advance Land Acquisition Loan for Airport Purposes", and this resolution provided for the purchase of land in the vicinity of Austin Straubel Airport for airport improvements and/or approach clearance for protection from encroachment and for the safety of aircraft using the airport; and

WHEREAS, the airport wishes to add the following parcel of land to the loan program:

- Airport Parcel No. 107. Daniel J. Bennett, Legal Parcel Number: HB-68-2.
- Airport Parcel No. 108. William VanBoxtel, Legal Parcel Number: HB-47.

WHEREAS, no additional County funding is required to amend the Advance Land Acquisition Loan Program in order to add this parcel to the program.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby authorizes amending the Advance Land Acquisition Loan for Airport Purposes by hereby adding the above described parcel to the program.

Respectfully submitted,
PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

A motion was made by Supervisor Fleck and seconded by Supervisor Clancy to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: _____ \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

**No. 10d -- RESOLUTION REGARDING: DISTRICT ATTORNEY OFFICE
REORGANIZATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, District Attorney office employees submitted requests that their positions be reviewed, and, if appropriate, changed and upgraded as a result of changes and responsibilities in the office due to increased work load and a shortage of attorneys; and

WHEREAS, after a thorough review of these requests by the Human Resources Department, it is recommended that the current Table of Organization of the District Attorney's Office, which is as follows:

1	Office Manager II
9	Legal Secretaries (* 1 position assigned to Victim/Witness is state funded)
1	Account Clerk I
2	Clerk Typist II
1	Clerk Typist I
1	Victim/Witness Coordinator*
1	Victim/Witness Court Specialist*

* State Funded Positions

be changed so that the revised Table of Organization for District Attorney support staff would be:

1	Office Manager II
4	Legal Assistant II
6	Legal Assistant I (* 1 position assigned to Victim/Witness is state funded)
2	Clerk Typist II
1	Clerk Typist I
1	Victim/Witness Coordinator*
1	Victim/Witness Court Specialist*

* State Funded Positions; and

WHEREAS, following is a description of the fiscal impact of these recommended changes:

Account Clerk I to Legal Assistant I (Cheryl Schaus; Worthless Checks)

Although the Account Clerk I did not perform all of the Legal Secretary duties since 1999, this position performed a majority of the duties and therefore, the reclassification should be retroactive to June 1, 1999. As to the fiscal impact, this position would not be affected as the Legal Assistant position is being reclassified to the same classification as the Account Clerk I.

Legal Secretary to Legal Assistant I (effective 6/1/99)(Leslie Landry; Domestic Violence)
\$2,442.2938

Legal Secretary to Legal Assistant I (effective 6/1/99)(Tammy Roffers (Misdemeanor & Felony)
\$2,442.2938

Legal Secretary to Legal Assistant I (effective 6/1/99-6/6/99) Due to transfer (Dawn Willems; Victim Witness)
\$15.9788

Legal Secretary to Legal Assistant I (effective 9/7/99)(Donna Myers; Victim/Witness)
\$2,234.5700

Legal Secretary to Legal Assistant I (effective 2/1/01)(Holly Badovski; Drugs & Domestic Violence)
\$1,028.3000

Legal Secretary to Legal Assistant I (effective 6/1/99-9.30/00)(Brenda Nysted; Sexual Predator)
\$1,126.5801

Legal Secretary to Legal Assistant II (effective 10/1/00)(Brenda Nysted; Sexual Predator)
\$3,061.8413
Total: \$4,599.0588

Legal Secretary to Legal Assistant II (effective 6/1/99)(Shelley Makhholm; Misdemeanor & Felony)
\$6,826.6087

Legal Secretary to Legal Assistant II (effective 6/1/99) (Rhonda Harrison; Criminal Traffic)
\$6,826.6087

Legal Secretary to Legal Assistant II (effective 6/1/99)(Patricia Felter; Juvenile)
\$6,826.6087

TOTAL: \$33,242.32

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves the recommended changes in the District Attorney support staff Table of Organization, as described above, to be implemented as appropriate by the Human Resources Department.

Respectfully submitted,
EXECUTIVE COMMITTEE
PUBLIC SAFETY COMMITTEE

CITY/COUNTY HUMAN RESOURCES MEMO

To: James M. Kalny
Human Resources Director

Date: June 8, 2001
REVISED: March 15, 2002

From: Laurie Paulsen
Human Resources Analyst

Re: District Attorney's Office – Reorganization

I. REQUEST

Requests were submitted by the staff of the District Attorney's office to review their positions due to a change in responsibilities many have had to assume because of workload and a shortage of attorneys.

II. RESEARCH COMPLETED.

- A. Review Position Description Questionnaires
- B. Discussion with District Attorney John Zakowski
- C. Discussion with former Administrative Supervisor Heidi Berka
- D. Discussion with current Administrative Supervisor Susan Tilot
- E. Discussion with incumbents
- F. Review Paralegal program at NWTC
- G. Review internal and external comparables

III. FINDINGS

The current table of organization for the support staff in the District Attorney's Office is as follows:

- 1 Office Manager II
- 9 Legal Secretaries (* 1 position assigned to Victim/Witness is state funded)
- 1 Account Clerk I
- 2 Clerk Typist II
- 1 Clerk Typist I
- 1 Victim/Witness Coordinator *
- 1 Victim/Witness Court Specialist *
- * State funded positions

This study reviewed the positions of Legal Secretary, Account Clerk I, Clerk Typist II and Clerk Typist I. The Legal Secretaries are assigned to the following areas:

- Juvenile
- Sexual Predator
- Criminal Traffic (2 positions)
- Misdemeanor and Felony (2 positions, one acts as leadworker in supervisors absence)
- Domestic Violence
- Victim/Witness
- Drugs and Domestic Violence

The Account Clerk I processes all worthless checks and the Clerk Typist I manages all files for the office. The Clerk Typist II's perform the main receptionist duties and data enter pertinent case information, as well as provide some support to the Legal Secretaries in performing clerical related tasks. The Legal Secretaries have varying legal support responsibilities related to their assigned area.

The three key factors that are examined when conducting a reclassification study are:

1. Are there significant job duty changes,
2. If yes, do those significant job duty changes affect the knowledge, skills and abilities necessary to perform the job, and
3. If yes, do the new requirements for knowledge, skills and abilities warrant the position to be reclassified to another position.

Below is the study conducted on each of the positions noted above.

CLERK TYPIST I – Jolene Marmes (now vacant)

In June, 1999, a request was submitted by Jolene Marmes, Clerk Typist I, to have her position studied as her duties have changed in that she has assumed more responsibility in the oversight of file management within the office. Jolene has since vacated this position, having relocated to another part of the State.

The Clerk Typist I is solely responsible for file management within the District Attorney's Office. This position oversees approximately 15,000 files on-site as well as approximately 100,000 files stored off-site. As part of this process, the Clerk Typist I must print daily court dockets and assure files are ready for their court date. The day prior to a court appearance, the Clerk Typist I pulls all the files scheduled and checks the file to see that all documentation is included for the next day's court hearing (i.e., if it is a preliminary hearing, the information (charge sheet) must be in the file; victims/witnesses have been subpoenaed; verify that a writ was prepared when needed to assure an individual is transported from prison to court on the day of the trial, etc.) If these items are in order, she forwards the file to the attorney. If any of these items appear to not have been completed, she routes the file to the proper secretary. She processes on average approximately 120 files per day.

The Clerk Typist I also creates approximately 30 new files each day. The District Attorney's Office, not unlike the Clerk of Courts Office, uses a software system called Centrak to code all files. When creating the files, the Clerk Typist I inputs the required data into the file system and color and bar codes the file. Individuals check out the files through the Clerk Typist I. When the Centrak system goes down, the Clerk Typist I must communicate the problem to the software support in Milwaukee. The Clerk Typist I is responsible to troubleshoot problems on the Centrak system.

As part of her file management duties, the Clerk Typist I sends files to ARMS (off-site storage) each year. In most cases other staff note on a file when it is to be closed. This position will review each file to double check that all documents appear to be within the file. Once closed, the file is forwarded to ARMS and tracked accordingly.

The individual in this position has stated that she has assumed more responsibility of the oversight of file management, in particular, off-site storage. The Administrative Supervisor had previously been responsible for sending files to ARMS and maintained the oversight of all files

at ARMS. The oversight involved includes the tracking of what files are at ARMS. Also, when files are to be retrieved, the proper request must be completed and the file tracked accordingly.

Once off-site, these files are not tracked by the Centrak system. However, a manual system has been put in place to track these files. Although these tracking systems are different, they are similar in that they are set up to track where files are.

Recommendation

I could not identify any significant job duty change that this position has assumed. Although this position now sends files to off-site storage and tracks these files using another system, this additional responsibility is similar to tracking files in house and does not require any additional knowledge, skills or abilities to perform.

Therefore, I do not recommend any change to this position.

CLERK TYPIST II – Karma Koenig

In February, 2001, a request was submitted by Karma Koenig, Clerk Typist II, to have her position studied as she has assumed additional duties.

This position's main responsibilities are to data enter all new referrals into the computer. This position also enters future court dates and other information obtained from court (i.e., defense attorney) when hearings have been completed. Most information is gathered directly from the referrals, attorney's notes, minute sheets or through CCAP. Changes of address are also entered by this individual.

This position bi-weekly generates victim notification letters. These letters are generated based on a pre-programmed query that automatically pulls the proper victims from cases that are scheduled for hearings. This position must attach the appropriate information/brochure to each letter depending on the type of hearing scheduled. Specific guidelines are used in determining the proper brochures to send.

This position also assists a Legal Secretary in preparing subpoenas approximately one to two times per month. The subpoenas are fill in the blank and all information is provided to her from the Legal Secretary.

The additional duty identified by Ms. Koenig was the need to research all new referrals coming into the office as to whether they are joinder cases (joinder means that the defendant has open pending cases.) To determine whether a case is a joinder case, this individual must search the database records to find pending cases on defendants. When found, they are noted and the new referral is then forwarded to the attorney assigned to the other pending case files. If no pending case files are found on a new referral, the file is forwarded to the District Attorney for assignment to an attorney.

Recommendation

I could not identify any significant job duty change that this position has assumed. The duty of noting pending cases on each new referral does not require any additional knowledge, skills or abilities to perform. The position description states “Performs filing and searching” as well as “Gathers information on a variety of subjects and compiles financial, statistical and legal reports” and “Independently compiles data and prepares various reports.”

Therefore, I do not recommend any change to this position.

CLERK TYPIST II – Jennifer Kleczka

In February, 2001, a request was submitted by Jennifer Kleczka, Clerk Typist II, to have her position studied as she has assumed additional duties.

This position is the main receptionist for the District Attorney’s Office. As such, the majority of this position’s time is spent answering incoming calls and responding to requests at the counter. Other duties performed include opening, sorting, stamping and distributing mail and data entry of notice of hearings.

New duties that have been assumed include ordering basic office supplies, preparing vouchers for payment and taking a copy count. In ordering office supplies, this individual refers to the supply catalog and completes the required paperwork. This position is not responsible for tracking expenditures or monitoring expenses.

Another duty assumed has been to complete vouchers for payment of bills received for service of subpoenas. This position does not verify bills, approve payment, track expenditures or determine which accounts to use, but rather completes the paperwork necessary to process the bill for payment. This position also takes a monthly copy reading form from the copy machine and forwards that information to the appropriate County department.

Recommendation

I could not identify any significant job duty change that this position has assumed. The duties of ordering office supplies, preparing vouchers for payment and obtaining monthly copy counts do not require any additional knowledge, skills or abilities to perform. The position description states “Performs filing and searching” as well as “Gathers information on a variety of subjects and compiles financial, statistical and legal reports” and “Independently compiles data and prepares various reports.”

Therefore, I do not recommend any change to this position.

ACCOUNT CLERK I – Cheryl Schaus

In June, 1999, a request was submitted by Cheryl Schaus, Account Clerk I, to have her position studied as her duties have changed in that she has assumed more responsibility in the processing of worthless checks. This position is now responsible to make determinations as to which cases should be charged based on interpretation of various records as well as the Worthless Check Referral form submitted with bad checks.

The Account Clerk I position was created to track worthless checks that are submitted to the District Attorney's Office for prosecution. This position not only tracks these checks, collects payments and processes reimbursements, but also must make determinations as to whether to charge it as a crime. To make that determination, she reviews the Worthless Check Referral form that must accompany all bad checks. This form is completed by the merchant. She also runs a driver's license check and NCIC/CIB on the Time system and must interpret these reports. She checks the AS400 to determine if other bad checks written by the same individual had been processed. In reviewing the Worthless Check Referral form she determines whether there is proper evidence that will support a case in court. The merchant's responses to various questions are reviewed. Certain criteria is required in order for a case to be prosecuted. The Worthless Check Referral Form is used to obtain the information from the merchant to make this determination (i.e. did the merchant ask for identification). The information/documentation needed in order to prosecute has been pre-established by the Assistant District Attorney.

If the appropriate information/documentation has been submitted and charges should be filed, the Account Clerk I must next determine whether it should be processed as a misdemeanor or felony. Specific guidelines are used in making this determination. Felonies are determined if the total number of bad checks written by the same individuals is over \$1,000 in a 15 day period. Once the determination is made, the Account Clerk I prepares the appropriate summons and complaint. For all misdemeanor summons prepared, a letter stating the appropriate restitution and costs is submitted as well.

The Account Clerk I prepares approximately 90 complaints/month. The complaints drafted are a standard format filling in the appropriate information from the Worthless Check Referral form. These cases are head the first and third Fridays of each month.

This position does handle restitution payments that are received through the mail, in court or at the front counter. This position must make the appropriate disbursements to the merchant by either forwarding the money order or depositing the cash received and writing a check to the merchant. This position must balance the checkbook, which is audited throughout the course of the year by the County's Internal Auditor.

In addition to the summons and complaints, the Account Clerk I drafts civil judgments. She completes approximately two or three each week. She also will issue warrants for no shows for the initial appearance. The legal documents this position drafts are routine in nature. The documents used are from a template and in most cases, the Account Clerk only needs to fill in the blanks. The Account Clerk I periodically sends letters out on those cases determined unable to prosecute. This may be due to incomplete evidence as noted on the Worthless Check Referral form or because the check is under \$20.00.

As an Account Clerk I, this position does not require any prior legal experience. This position is reviewing worthless check referrals for possible prosecution and then proceeding with preparing the appropriate legal documents. These types of duties are more consistent with those of Legal Secretary.

Recommendation

Based on this review, this position performs work similar to that of the Legal Secretaries. As the Legal Secretary positions were also reviewed, the comparable study and recommendation related to this position will be included with that portion of this study.

REVIEW OF LEGAL SECRETARY POSITIONS:

Below is a summary of each of the Legal Secretary positions. This summary only addresses those duties that have been assumed and were reviewed further to determine whether they went beyond the Legal Secretary classification. All requests for position review were submitted in June, 1999 unless otherwise noted. The common theme related to the assumed responsibilities has been due to an increase in the crime rate, thus necessitating more complaints and legal documents to be filed. Because of the caseload and the amount of time attorneys spend in court, the attorneys do not have adequate time to draft all legal documents, thus, various secretaries must draft the required documents to meet the court's deadline. As noted above, the summaries to follow specifically address the responsibilities that may go beyond the Legal Secretary classification. Other responsibilities performed by most of the Legal Secretaries and are found to be within their classification include:

- Calendars and coordinates appointments and special court proceedings, schedules appearance dates, and monitors files for deadlines
- Composes and types letters
- Transcribes dictation
- Compiles data and prepares various reports
- Manages files
- Rotates coverage at the reception desk; opens, sorts and dates mail; data entry of case information
- Answers inquiries and provides information regarding departmental policies, court processes and regulations or services, as well as case status
- Marks discovery

Three of the above duties were reviewed as they were not clearly stated in the classification, to determine if they required additional knowledge, skills and abilities to perform. Those being, managing files, providing information regarding court processes and case status and marking discovery. Most of the Legal Secretaries have assumed additional responsibilities in communicating with the general public, victims and witnesses in particular. This relates to providing these individual's with information related to the case and explaining court processes and procedures. The current classification does include this specific duty although it should be expanded to include explaining court processes and providing information regarding case status.

The Legal Secretary is responsible to mark all discovery. Basically, all information contained within a file is discoverable except the case notes of the attorneys and some confidential documents. The Legal Secretary may have to redact documents as necessary. This duty would fall under compiling data and would not require additional knowledge, skills and abilities beyond the current classification.

Various Legal Secretaries do manage, oversee or organize case files. This may involve simply filing documents within those files (or overseeing that process) or taking a complete file and categorizing documents contained within the file or managing the retention of the files. Although this duty is not specifically listed within the classification, managing files is a clerical responsibility and it would not require additional knowledge, skills or abilities beyond the classification of Legal Secretary to perform.

All of the above noted duties do not go beyond the current classification which states “Knowledge of assigned department operations, organization, terminology, policies, procedures and laws governing the department operations or ability to acquire such knowledge during a reasonable period of training.”

To follow is an outline of each Legal Secretary position and their responsibilities identified as significant job duty changes.

(DOMESTIC VIOLENCE) – Leslie Landry

- Drafting of legal documents
- Interpreting various documents

This position is responsible for entering all domestic violence cases and referrals and victim information into the computer system. In 1999, it is estimated that the District Attorney’s Office processed over 1000 domestic abuse cases, about 75% of which were misdemeanors. Many of these cases go to jury trial. For every case reported, a State Domestic Abuse Report must be completed and forwarded to appropriate agencies. If the attorney determines that no charges will be filed and an individual posted bond, this position must notify the individual by letter that no charges will be filed and notify the Clerk of Courts to release the bond monies held. This Legal Secretary performs a high volume of transcription.

The majority of complaints and other legal documents are dictated by the attorneys and transcribed by this secretary. However, on a typical Monday there may be 6-8 complaints that are required to be drafted by 2:00 p.m. that afternoon. In those cases, this position will be required to draft one or two misdemeanor complaints for the attorney to review. The misdemeanor complaints that this position would draft are mostly routine in nature.

In drafting these complaints, the secretary must review police reports, witness statements and prior convictions. A brief summary of the police reports and/or witness statements are prepared and included within the complaint to show probable cause. Charges in most instances are noted on the referral from the sheriff, and reviewed and determined by the attorney. On occasion, with routine cases, the Legal Secretary may review and determine the misdemeanor charges. If there were a question, she would bring the case to an attorney for clarification. Again, these complaints this secretary drafts are misdemeanor complaints. All felony complaints or more complex cases are drafted by the attorney.

This position also drafts other routine documents such as warrants, writs, jury instructions, substantives and fugitive complaints. Most of these documents are template documents and are fill in the blank. The attorney would provide some direction and instruct her in most instances to prepare the required document. In other instances, based on the attorneys' court notes or receipt of other information from various sources, this Legal Secretary must prepare the required document.

Findings: This position is performing duties beyond the Legal Secretary class specification. Those being, drafting various routine legal documents. This duty not only requires additional ability to work independently, make judgments and accept responsibility, but also requires knowledge of the legal system which goes beyond the one year of general office experience included in the class specification.

(MISDEMEANOR & FELONY)—Tammy Roffers

- Drafting of legal documents
- Interpreting various documents

Most cases this position is involved in relate to felony charges. In those instances, when an individual is picked up and put in jail on a felony charge, they are not able to bond out. The individual is scheduled to appear in court for an initial hearing the day following their arrest. Therefore, complaints must be drafted immediately. This position is required to draft felony complaints if there is a lockup and all the attorneys are in court. Due to this, she drafts approximately two to three complaints each week. The complaints drafted are generally routine charges in nature. However, when drafting these documents, she must determine the charges and review all police reports and witness statements. This information is summarized in the complaint to show probable cause. She reviews the NCIC/CIB reports to determine prior convictions. Once charges are determined, the specific, standard charging language is inserted into the complaint.

This position is also responsible to draft other legal documents, which are more routine in nature. Those documents include warrants, governor's warrants, orders, writs and jury instructions. This position drafts over 90% of fugitive complaints. These complaints are standard in format but may require inquiries to various state or county sheriff departments for information. When a defendant does not meet the conditions of their deferred prosecution, the attorney will provide this secretary with the conditions not met and she will process the appropriate warrant or other legal document. Most of these documents are template documents and are fill in the blank or cut and paste from another document. In many of these instances, the attorney provides the basic information needed to complete the document or instructs the secretary to prepare the required document. Approximately 25% of her day is spent transcribing various letters and legal documents.

This individual is the primary individual in the office who trains the Clerk Typist I (Filing Clerk) and is trained to back up the Criminal Traffic area in drafting complaints. Training an individual in the Filing Clerk position would only occur when there is a vacancy in that position. The Filing Clerk position is an entry level position. Training is not a regular job duty of this position.

Further, training an entry level position on a very occasional basis would not be outside the current Legal Secretary job description.

The individual in this Legal Secretary position is also trained to backup the Criminal Traffic area. However, because of this position's workload, she does not perform these duties on a regular basis, but rather approximately one time per month. Further, an additional Legal Secretary was added to the Department's table of organization in 2002 and will be specifically assigned to the Criminal Traffic area. Therefore, although the individual is trained as a backup to this area, it will not be a regular duty for her to backup this area.

Findings: This position is performing duties beyond the Legal Secretary class specification. Those being, drafting various routine legal documents. A very small percentage of this position's time is spent drafting non-routine legal documents, as it occurs only occasionally (1-2 times/week). These non-routine documents are not complex in nature. This duty not only requires additional ability to work independently, make judgments and accept responsibility, but also requires knowledge of the legal system which goes beyond the one year of general office experience included in this class specification.

(MISDEMEANOR & FELONY/Leadworker) – Shelley Makhholm

- Drafting of legal documents, including the drafting of charging language used by all staff in preparing legal documents
- Interpreting various documents
- Assisting the Administrative Supervisor and assuming some responsibilities in their absence

This position and the Administrative Supervisor are the only two positions that draft charging language. This entails interpreting the statutes, applying them to a set of circumstances and determining the correct penalty and correct case citation. This charging language is then used by all staff (secretaries and attorneys, except criminal/traffic) when completing various legal documents. This position also assists the Administrative Supervisor with the maintenance of existing charging language by editing existing language and maintaining/organizing the computer files related to charging language.

This position drafts routine legal documents such as orders and motions, information, asset forfeitures, verdicts and civil judgments. Most of these are template documents or specific information is cut and pasted from another legal document. In many of these instances, the attorney provides the basic information needed to complete the document or instructs the secretary to prepare the required document.

This position drafts felony bail jumping complaints. She reviews the file and minute sheets to identify what bond information was not met. Upon review of the file, this secretary determines whether a warrant must be issued. This position is a primary back up to the traffic secretary in drafting complaints for jail lockups. Infrequently, she will be required to draft a misdemeanor complaint (i.e., for misconduct or battery) if there is no available attorney. This position may be

required to draft non-routine letters which an attorney may request and which may require her to interpret various statutes and apply them to the circumstances based on law enforcement details.

Due to this position's responsibilities in assisting the Administrative Supervisor with various duties, this position must have general knowledge of all areas of criminal law and all legal secretary responsibilities in the various divisions. Based on incoming work, this position may need to assist in any of the various areas in order to meet court deadlines. This may include drafting routine and non-routine legal documents. In the Administrative Supervisor's absence, this secretary monitors all work and assigns the workload as needed. This position also responds to daily problems that arise and advises staff accordingly.

Findings: This position is performing duties beyond the Legal Secretary class specification. Those being, drafting various legal documents, including those of a non-routine and complex nature. This position also conducts some research related to and drafts charging language which is used by all staff, including the attorneys. These duties not only require additional ability to work independently, make judgments and accept responsibility, but also requires knowledge of the legal system which goes beyond the one year of general office experience included in the class specification. Further, this position acts as a leadworker by assuming responsibilities of the Administrative Supervisor in their absence.

(CRIMINAL TRAFFIC) – Rhonda Harrison

- Drafting of legal documents
- Interpreting various documents

The volume of cases handled in criminal traffic is by far the most in number. It is not unusual to have as many as 30 or more trails scheduled in any particular week. Due to the volume of complaints processed, this position is required to draft almost all criminal traffic complaints. This position drafts charging language and determines penalties to be imposed. The only complaints that this secretary does not draft are any that involve a homicide. On average, over 100 complaints are prepared in a week's time. Many of these cases go on to trial and many are appealed.

In drafting these complaints, the secretary must first review the NCIC/CIB and DOT reports showing past convictions. She notes the specific charges (i.e., whether it is the 2nd or 3rd OWI), recommends charges, and forwards the file to the attorney for review. The attorney will review the file and OK the charges recommended. In some instances, the attorney will have time to review the case and recommend the charges. In all cases (except those involving homicide), the case will be referred to the secretary to draft the complaint. In drafting the complaint, the secretary must review all police reports and statements received. She must summarize or restate, the police officer statements to show probable cause within the complaint. She must refer to the Motor Vehicle Law Book for various years to determine penalties.

In preparing cases for trial, all evidence must be in order. The secretary is responsible to obtain certified driving records, blood/urine and analyses, etc. Upon receipt of certain documents, the

secretary, without direction, must prepare an amended complaint. In doing so, she cuts and pastes from the original complaint and adds the additional probable cause statement.

This division has numerous cases where individuals who were arrested the previous day remain in jail awaiting their initial hearing. On average, this secretary drafts 5 of these types of complaints, determining the charges on these complaints, each day. This is in addition to the other complaints that must be filed daily as well.

Findings: This position is performing duties beyond the Legal Secretary class specification. Those being, drafting various legal documents, many of which are non-routine and/or complex in nature. This position determines penalties and drafts charging language. This duty not only requires additional ability to work independently, make judgments and accept responsibility, but also requires knowledge of the legal system which goes beyond the one year of general office experience included in the class specification.

(SEXUAL PREDATOR) – Brenda Nysted

- Drafting of legal documents
- Interpreting various documents

The State has four attorneys that handle sexual predator cases. These cases are quasi criminal/civil, making them quite unique. Each of the four attorneys in the State is assigned to various counties. Brown County's Assistant District Attorney is assigned to 22 counties. The law provides that a hearing for a sexual predator scheduled to be released from prison must be held within 90 days before their release. The individual must indicate the area to which they will be returning and if it is in one of the 22 counties represented by the Brown County District Attorney, then this office handles the case. Because they handle cases in 22 different counties, this secretary must be aware of the various requirements of each County Clerk of Courts Office.

The State Department of Justice prepares a monthly calendar of those sexual predators scheduled for release. But even knowing that a case may be going to hearing, the Brown County DA's Office cannot prepare for the trial until they receive the case file from the State, which typically comes about one week before the scheduled hearing. Calendaring is a very important responsibility of this position, as there are strict time lines to be met and very few delays are allowed. If time lines are not met, a sexual predator could be released from prison and once released, nothing further can be done. In many instances, when a sexual predator reaches their mandatory release date, they are still a threat to society. In those instances, it is vital that the DA file the appropriate paperwork and prepare for trial to assure the individual being released is placed in another facility where they may be monitored and receive further counseling, etc.

When the file from the State arrives, it is in no order whatsoever. The Secretary must sort through the file and organize it by subject. She then drafts the petition and the attorney reviews and signs it. The petition is mostly fill in the blank, although she does have to read the reports, psychological records and other documents and include pertinent information. She must assure that all proper documentation is attached. Once the petition is filed, a probable cause hearing is held within 72 hours. This secretary must draft the appropriate order which is a standard form

using a template. This secretary must also prepare direct examination questions of witnesses, again using standard questions. If the case is scheduled for trial, the Secretary must read through the entire file and create a chronology of events. Included in this chronology is pertinent information relating to any problems the individual had with the law, school, juvenile related issues, comments from witnesses, notes from doctors, psychologists, etc. This information is what the attorney refers to during their preparation for trial and at the trial.

This Secretary must also run NCIC/CIB records checks on all predators. She interprets these records checks and presents the related information to the attorney. If she notes a related case in another state, she will call that police agency or court to obtain the needed information.

This Secretary maintains the sex offender registry for Brown County and drafts appropriate warrants. This occurs when a sexual predator is released from prison and fails to register with the State. The Department of Corrections notifies her that they failed to register and she then issues a warrant. The warrants completed are from templates and are fill in the blank.

This Secretary also handles wage claims. Wage claims occur when an employer in Brown County does not pay an employee wages due. The employee files a claim with the Department of Workforce Development. If DWD cannot collect, they forward the file to the Brown County DA. This Secretary notifies those individuals that Brown County will file the small claims complaint on their behalf if they forward the filing fees. For those individuals who wish to proceed to small claims court, an initial draft of a small claims complaint is completed by this secretary.

In October 2000, this secretary began backing up the Criminal Traffic secretary in drafting criminal traffic complaints. She will typically draft OAR's and OWI's. This secretary is being trained to be the primary backup to the criminal traffic area and will be responsible to regularly draft non-routine complaints.

In February 2002, Ms. Nysted took a part-time position in another office. As the District Attorney's Office had another Legal Secretary position added to their table of organization for 2002, the position held by Ms. Nysted will no longer be required or assigned as backup to the criminal traffic area.

Findings: This position is performing duties beyond the Legal Secretary class specification. Those being, drafting various routine legal documents. Since October 2000, this position has been responsible to act as backup to the criminal traffic area which requires this individual to draft non-routine legal documents. This duty not only requires additional ability to work independently, make judgments and accept responsibility, but also requires knowledge of the legal system which goes beyond the one year of general office experience included in the class specification. However, it must be noted that this position has been vacated by the incumbent, and with the addition of another Legal Secretary position in the office, the Legal Secretary assigned to the Sexual Predator area will no longer be assigned as backup to the criminal traffic area. Therefore, the position should be classified based on the routine legal duties this position will be performing.

(JUVENILE) –Patricia Felter

- Drafting of legal documents
- Interpreting various documents
- Making pre-trial court appearances
- Computer System Troubleshooter/Liaison

This position works with all juvenile cases. All referrals must be handled within 20 days, without regard to the type of crime committed. Various petitions must be filed within 48 or 72 hours. Because of the growing caseload and short time frame, the attorneys are not always available to draft complaints and other documents.

This secretary data enters all juvenile referrals and maintains all files. Each week approximately 30 petitions are drafted. Of those, this secretary drafts approximately 15% (approximately 1 each day). When drafting these complaints, she must interpret police reports, social services (intake) notes, etc. She must summarize the information to show probable cause. Various other legal documents are drafted as well such as orders and waivers. If a juvenile is waived to adult court, the attorney will typically recommend that. The State has set up most forms to use in juvenile matters. However, each petition varies so that the only standard information is the juvenile's name and address. The detailed information regarding the incident, is unique to each case and must be summarized by the secretary.

This secretary tracks all deferred prosecution agreements that Social Services recommends. Social Services tracks whether the individual follows through with the agreement and when they do not, they forward the information to the DA for possible charges. Also, the attorney may review all deferred prosecution agreements and if they feel the dpa is not feasible, the attorney will recommend that charges be filed.

This secretary occasionally attends per-trials. A juvenile pre-trial is scheduled in the DA's office and a representative from the DA's office, the social worker and the defendant and their attorney are generally present. At pre-trials, she will inform the other attorney what the DA's recommendation on a case is. She'll outline the charges. She will ask the defendant's attorney if they agree with the DA's recommendation. She will relay any comments to the DA. She does not negotiate any settlements at this pre-trial, just relays information.

This secretary is also the primary contact with both the County Information Services Department and the State's BJIS (justice information system). The Department is on the State's network for all software and hardware, and utilizes the County for the AS400. This secretary is responsible for setting up new e-mails and providing sign on authority to users. She troubleshoots all problems with both software and hardware. The State is converting to a new data base system, Protect System, which will share data throughout the State. This individual is attending informative meetings regarding this new system in Madison. As part of the new Protect System, it will generate various documents. The State has provided her with a scanner to use with this new system on a trial basis. She will be working with the State to coordinate the conversion. This position recommends new office processes/procedures which relate to using the computerized systems.

Findings: This position is performing duties beyond the Legal Secretary class specification. Those being, drafting various legal documents, some of which are non-routine and/or complex. This position also attends pre-trials. These duties not only require additional ability to work independently, make judgments and accept responsibility, but also require knowledge of the legal system which goes beyond the one year of general office experience included in the class specification. Further, this position has assumed administrative duties related to the computerized operations of the department and assists in recommending new office processes and/or procedures.

(VICTIM/WITNESS) –Donna Meyers

- Drafting of legal documents
- Interpreting various documents; establishing processes for service of subpoenas

This position's main responsibility is to prepare subpoenas on all cases scheduled for hearings and trials. This secretary must determine the appropriate subpoena or notice to prepare for the various cases scheduled. She will draft these subpoenas and notices accordingly. She obtains the names of those to be subpoenaed from the witness list contained within each case file. In most instances, the names of all witnesses are noted by the DA. However, at times there are victims and witnesses that are not noted and this secretary must determine whether the victim should be subpoenaed (as they are in most cases) and will ask the DA if other witnesses should be included as well.

Once she prepares the appropriate subpoena or notice, she must determine how best to expedite the service of that subpoena. She must use her own judgment in determining whether the witness is someone who is likely to appear on their own and then in those instances, she can mail the subpoena to that individual. At times she may find that a witness has a warrant out for their arrest, in which case, she will notify the Sheriff's office and have them serve the subpoena. Other times, due to time lines or the knowledge that the individual may be difficult to locate, she will use API for service.

This secretary coordinates transport of incarcerated individuals in the Brown County jail to trial. She also makes travel arrangements for out of area witnesses. She has daily contact with various agencies for the purpose of scheduling appearances and/or assuring they are in receipt of evidence or drugs, etc. In preparation of cases, she also requests certified copies of various information. In some cases, the DA will request the specific information and other times she must determine what is needed for a specific case.

This secretary is responsible to coordinate and establish various processes with agencies on how to expedite service of subpoenas. There are a number of agencies where their personnel are regularly subpoenaed (i.e., St. Vincent Lab employees or Oneida Casino employees). When problems with service are identified or individuals are regularly subpoenaed, this secretary is responsible to establish a procedure to better expedite the process.

If a subpoena is not served because the individual could not be located, this secretary must conduct some research using various tools to try to locate the individual. She will check various court records and case files, directories, etc. and review information for possible locations to find the individual so that the subpoena can be reissued.

Assuring witnesses appear for scheduled court dates is vital in ensuring a thorough case is presented.

This secretary is responsible to run various reports related to court hearings and trials. She prepares the weekly calendar of cases and circulates to all staff.

This secretary does transcribe dictation from the Victim/Witness Coordinator, which consists mainly of letters to victims, Judges, or insurance companies and typically is related to restitution.

Findings: This position is performing duties beyond the Legal Secretary class specification. Those being, drafting various routine legal documents. This duty not only requires additional ability to work independently, make judgments and accept responsibility, but also requires knowledge of the legal system which goes beyond the one year of general office experience included in the class specification.

(DRUGS AND DOMESTIC VIOLENCE) – Holly Badovski

- Drafting of legal documents
- Interpreting various documents

This Legal Secretary position was added to the table of organization in January, 2000. A review of this position was requested in February 2001. This position was originally created to assist in transcribing dictation, and drafting warrants, writs and information. Writs and information are routine in nature, basically cutting and pasting form the complaint or reviewing where an individual is jailed and preparing the writ for that facility or county, etc. There is some investigatory work involved in preparing writs in that the individual preparing the writ must locate which facility the individual is housed in. This is accomplished by checking various jail lists or making a call to the Wisconsin State Prison system, probation agent or defense attorney. Writs are prepared to assure the individual (who is in a secured facility) can be transported to court on a given day and time.

Warrants are routine documents as well. Warrants that are prepared must include an extradition forecast, or how far will the County go to extradite a suspect back to Brown County. There are guidelines to follow in this regard to determine whether the extradition would be for surrounding counties, adjacent states or the entire United States.

In January 2001, this position was assigned to perform secretarial work for another attorney assigned to the District Attorney's Office. This attorney handles all drug cases. Further, in January 2001, because of the increase in domestic violence complaints, this secretary has been assigned to do some legal secretarial work for one of the domestic violence attorneys.

All complains are drafted by the attorneys. On occasion, this position may draft routine domestic violence complaints as well as various other routine legal documents. This position performs transcription for the assigned attorneys.

This position also prepares all CIB (Criminal Information Bureau) cards. The cards come over from the Police Department with the conviction, statute and NCIC code recorded. This Legal Secretary must verify this information to the database and change accordingly to the settlement.

This position has recently been assigned to draft misdemeanor and felony bail jumping complaints. Upon a review of these complaints drafted, it was found that they are routine in nature, as templates are used and information contained in the complaints is either fill in the blank or cut and pasted from another document.

Findings: This position is performing duties beyond the Legal Secretary class specification. Those being, drafting various routine legal documents. This duty not only requires additional ability to work independently, make judgments and accept responsibility, but also requires knowledge of the legal system which goes beyond the one year of general office experience included in the class specification.

(CRIMINAL TRAFFIC) – New position added to 2002 Table of Organization

An additional Legal Secretary position was added to the 2002 Table of Organization in the District Attorney's Office. The primary job duties of this position will be identical to the other Legal Secretary assigned to Criminal Traffic. Please refer to that synopsis of job duties.

Findings: Like the other Legal Secretary assigned to Criminal Traffic, this position will be performing duties beyond the Legal Secretary class specification. Those being, drafting various legal documents, many of which are non-routine and/or complex in nature. This position determines penalties and drafts charging language. This duty not only requires additional ability to work independently, make judgments and accept responsibility, but also requires knowledge of the legal system which goes beyond the one year of general office experience included in the class specification.

SUMMARY OF ANALYSIS OF LEGAL SECRETARY POSITIONS

This study revealed that all Legal Secretaries are performing job responsibilities that require additional knowledge, skills and abilities beyond their classification. The current job description requires that an individual have only one year of general office experience. Given the duties each secretary is required to perform, experience in the legal field is required. Further, knowledge of legal terminology and the court system is also required. This required knowledge goes beyond the current classification.

While each secretary has a unique function, there are similarities in their responsibilities. All must interpret police reports, witness statements, NCIC/CIB and DOT records checks, court records, and various other documents including psychological notes, Motor Vehicle Law Books, Wisconsin Statutes, and other forms in preparing and drafting various legal documents. While

some legal documents are prepared using templates and standard language, other documents must be drafted to include narrative information to show probable cause and which supports the charges. These secretaries that draft non-routine and complex documents perform responsibilities that require a higher degree of initiative and judgment beyond the current classification as well. Time lines are a significant factor in these positions and the impact of error if time lines are not met, could be substantial in some cases.

Currently, some of the Legal Secretaries are Time certified (meaning they can generate criminal records checks). As all Legal Secretaries use criminal records checks and many must interpret them on a regular basis, it will become a requirement that all Legal Secretaries have the ability to become Time certified. This certification should be included within the position description.

In reviewing the specific functions of each secretary, there were significant differences identified as well in the scope of the responsibilities performed. Some legal secretaries are responsible to draft routine legal documents which others are required to regularly draft non-routine, sometimes complex documents. Also, additional administrative responsibilities have been assigned to some legal secretaries.

Based on this review and the duties each secretary perform, the secretaries should be split into two groups. One group would include the secretaries assigned to:

- Domestic Violence
- Sexual Predator *
- Misdemeanor and Felony (one position – no leadworker)
- Victim/Witness
- Drugs and Domestic Violence
- Worthless Checks

This group will be identified as Group #1. These individuals regularly draft routine legal documents, many of which are using templates. These individuals are required to occasionally draft non-routine documents but not on a regular basis and would not draft complex legal documents. These individuals do not assume additional administrative responsibilities. The duties they do regularly perform, however, do require knowledge of the legal field beyond one year of general office experience.

* Sexual Predator Position – For the period of time the previous incumbent (Brenda Nysted) held this position and performed backup duties to the Criminal Traffic area, she should receive the Group #2 classification. However, following her departure from this position, the backup duties will no longer be performed, therefore, this position should remain classified with Group #1.

The other group would include those assigned to:

- Juvenile
- Criminal Traffic (2 positions)
- Misdemeanor and Felony (leadworker position)

This group will be identified as Group #2. These individuals regularly draft non-routine, sometimes complex legal documents. Further, these individuals may assist and assume some responsibilities of the Administrative Supervisor, including supervision of employees, assigning work, approving leave time, assuring deadlines are met and responding to problems. Further administrative duties include troubleshooting computer problems, acting as liaison with the State for new computer systems, recommending new office processes and procedures, representing the DA's Office in pre-trial conferences, and drafting charging language. These duties do require additional knowledge of the law, additional ability to interpret and analyze various documents, and additional skills and abilities in supervision of others and general office management.

In reviewing the knowledge, skills and abilities required for both groups of Legal Secretaries, I reviewed the two year paralegal associate program offered at Northeast Wisconsin Technical College. Graduates of this program are able to use legal terminology; conduct client interviews; conduct investigations; organize facts and evidence; prepare legal documents; conduct legal and factual research, consult with the attorneys regarding case strategy, among other things. While courses within this program may be beneficial to someone in the Group #1 Legal Secretary position, many of the skills taught would go beyond the expectations of the duties required. In reviewing the duties performed by Group #2, many of these courses would be required for an individual to be able to draft complex legal documents and perform administrative tasks, however, a paralegal degree would go somewhat beyond the required duties of the position. The Legal Secretaries do not conduct client interviews, or investigations, nor do they discuss case strategy with attorneys. (It should be noted that only one of the current Legal Secretaries possess a paralegal degree and most have not had any classes relating to the paralegal program.)

Based on the above, updated position descriptions for the Legal Secretaries were prepared and reviewed for appropriate classification.

REVIEW OF INTERNAL COMPARABLES

A comparison of each group of Legal Secretaries to other positions within the bargaining unit was conducted.

Group #1: Legal Secretaries assigned to: Domestic Violence, Sexual Predator, Misdemeanor and Felony (1 position), Victim/Witness, Drugs and Domestic Violence, and Worthless Checks.

Clerk Typist III: A Clerk Typist III performs difficult and increasingly responsible clerical and typist work calling for independent judgment, initiative and specialized knowledge and understanding of laws, regulations and departmental policies and procedures. These positions analyze and interpret information of a complex nature. These positions independently compile data and prepare various reports.

Child Support Clerk: These positions are responsible to review and monitor child support cases under general supervision. These positions prepare routine notices, analyze and interpret information and assist in the enforcement/establishment of court orders. These positions draft routine documents, schedule cases for court, monitor cases and update information in the computer. These positions also conduct some research to prepare various reports. Strong

organizational skills are required as well as the ability to make independent decisions and meet deadlines. Knowledge of legal terminology and the ability to interpret complex reports is also required.

Comparing the duties Group #1 Legal Secretaries perform, the duties are somewhat related to those performed by the Clerk Typist III and Child Support Clerk positions. However, some of the Legal Secretary's duties performed, require a greater degree of knowledge, skills and abilities. Those include regularly utilizing independent judgment in preparing a variety of legal documents; and occasionally drafting non-routine legal documents. Further, the Clerk Typist III and Child Support Clerk would receive direction from a higher level clerical position. In some instances, the Legal Secretaries must make decisions on their own receiving limited direction from the Administrative Supervisor and Assistant District Attorneys.

Therefore, a comparison to the Secretary III position was made.

Secretary III: The Secretary III performs comprehensive and responsible secretarial duties for a department head and subordinate staff, specifically, transcribing dictation, typing comprehensive materials, compiling data and preparing reports. The Secretary III would also schedule appointments, receive and direct telephone callers and visitors to the office, providing information on departmental services and functions, as well as being responsible for all office files and records. A Secretary III may establish new departmental work procedures and supervise subordinate staff. Group #1 Legal Secretaries do not perform all of duties of Secretary III, specifically, they do not perform any budget related duties such as issuing purchase orders, do not oversee the office or establish new work procedures; attend meetings in the absence of the department head nor do they supervise subordinate staff.

Because this group of Legal Secretaries falls in between the Clerk Typist III and Secretary III position, it is proposed that this group of Legal Secretaries be placed in Classification "J" of the Courthouse Union Wage Schedule. The wage for this classification is \$13.3352/hour (2001 wage rate), which is between the Secretary III wage (\$13.6715) and the Clerk Typist III wage (\$12.9411).

Group #2: Legal Secretaries assigned to: Juvenile, Criminal Traffic (2 positions) and Misdemeanor and Felony (Leadworker).

Administrative Clerk: The Administrative Clerk performs complex clerical and record keeping procedures, supervises and trains office staff, maintains employee records, and is responsible for initiating, updating and maintaining confidential records, files, forms and data systems; compiles data and prepares reports; composes letters and answers correspondence. Administrative Clerk positions are in the Purchasing Department and Veterans Offices. This position is not comparable as it includes supervision of employees, maintaining their records and performs record keeping functions, typically related to accounting functions. Such duties are not performed by the Legal Secretaries.

Child Support Specialist: The Child Support Specialist performs fairly complex legal work to establish and enforce court orders for payment of child support, establish ability to provide

medical insurance from liable parents and locate absent liable parents as well as maintain data within the computer system. As part of their duties, the Child Support Specialist must prepare case reports, interview responsible parents, prepare and file legal papers, interpret court documents, as well as maintain associated data. This is not a comparable position as the Legal Secretaries do not interview individuals in relation to a case nor are they responsible to enforce any court orders.

Deputy Clerk of Courts: the Deputy Clerk of Courts positions perform moderately complex and responsible legal and clerical work dealing with all areas of the Courts. They perform duties such as recording minutes in Court Commissioner's courts, interpreting court records and preparing legal documents (commitments, judgments, warrants, orders of transfers, notices, etc.) and various other documents and maintains records. The Deputy Clerk of Courts must interpret and apply laws in preparing the legal documents, as well as when responding to various inquiries. The Deputy Clerk of Courts is responsible to maintain the jury pools, makes determinations to excuse jurors, and assists in paying jurors. The Deputies provide back up duties in the Circuit Courts. Further, these positions require a high level of independent judgment and responsibility as they receive very little direction in the work performed.

Tract Index Specialist: Although this does not seem a likely comparable position, this position was reviewed due to the specialty nature of the position. This position performs specialized and increasingly difficult work in the posting of real estate transactions and documents. An individual without knowledge of real estate transactions, documents and property descriptions would not be able to perform in this position. This is not unlike this group of Legal Secretaries, as without the proper education and legal experience, they would not be able to draft complex legal documents. Legal Secretaries must be intimately familiar with the court process. The Tract Index Specialists must be intimately familiar with the real estate transaction process. The Tract Index Specialists must draw scale maps from interpreting legal descriptions, and they must write concise property description captions. This is comparable to a Legal Secretary having to interpret court documents or police reports and summarizing information.

While a persuasive argument could be made for the notion that the Tract Index Specialist is very similar to the Legal Assistant II, an equally strong position could be taken in regard to the Deputy Clerk position. Seeing as the types of documents created and interpreted in Deputy Clerk and Legal Assistant II positions are very similar, placement at the same level as Deputy Clerk is reasonable. Therefore, I would recommend that this group be placed in Classification "P" of the Courthouse Union Wage Schedule, which is \$14.1467/hour (2001 wage rate).

REVIEW OF EXTERNAL COMPARABLES

A survey was conducted of comparable county District Attorney offices and their support positions. Below are the findings from that review. **Please note that these are 2000 wage rates.**

2000 Wage Comparison		
County	Legal Secretary	Para Legal
Fond du Lac	13.52	14.22
Manitowoc	12.15	15.67
Outagamie	14.12	15.46
Sheboygan	14.10	15.31
Winnebago	13.53	
Calumet	13.39	
Marathon	12.32	
Average	13.30	15.17
Trimmed Average	13.37	15.39
Brown County (current)	12.46	
Brown County (proposed – Group #1) – 2000 wage	12.90	
Brown County (proposed – Group #2) – 2000 wage	13.67	

When comparing actual job responsibilities of the support personnel in the various District Attorney Offices, the Legal Secretary positions in Brown County are most comparable to those listed under the “Legal Secretary” column. Legal Secretaries in the various counties draft a variety of legal documents, both routine and non-routine, from criminal complaints to juvenile petitions to writs, subpoenas and orders to name a few. The positions listed under “Paralegal” in addition to drafting similar documents may also have administrative duties relating to direct supervision of staff and budgetary responsibilities and perform more complex legal work, etc. These paralegal positions were also found to conduct legal research for attorneys, interview witnesses and advise departments on various changes in law. These types of duties go beyond what Brown County’s legal secretaries perform.

The Green Bay Area Chamber of Commerce, Advance, conducted a 2000-2001 wage and benefit study of Brown County firms. Wages compiled were for **2001** rates. Firms surveyed included trade firms, finance, insurance and real estate and education, non-profit, government and other diversified firms. Positions surveyed included Legal Assistant/Paralegal and Legal Secretary. While the Legal Assistant/Paralegal position may perform some similar duties to Brown County’s Legal Secretaries, it may go beyond the scope of duties performed as these positions conduct research and analyze data. The overall average wage (taking into account respondents from all types of firms listed above) for the Legal Assistant/Paralegal is \$15.98. This included 8 companies responding to the survey having a total of 19 positions. The position of Legal Secretary which was defined as providing secretarial support to attorneys, included responses from 6 companies with a total of 28 positions. The overall average wage is \$13.50 per hour (it is not clear in this survey if these Legal Secretary positions are responsible to draft legal documents).

It should be noted that this survey may not be representative of the market but is noted here to support that the average wage of Legal Secretary of comparable counties appears to be in line (at \$13.37/hour) and that Brown County currently is below average (at \$12.46/hour).

IV. SUMMARY

Although the Clerk Typist I has assumed additional responsibilities in the area of file management, in particular, in sending and tracking files sent to ARMS, the additional duties do not go beyond the Clerk Typist I class specification.

The two Clerk Typist II positions reviewed have not experienced any significant job duty change that warrants a change in knowledge, skills or abilities to perform.

The positions of Legal Secretary (one of which includes the Account Clerk I position) have assumed additional responsibilities that require additional knowledge, skills and abilities beyond their classification. All require additional ability to work independently, make judgments and accept responsibility. Further, all must have additional knowledge of the legal system in order to perform their assigned duties. However, this study found that there is a group of Legal Secretaries whose responsibilities require them to regularly (daily) draft non-routine, sometimes complex legal documents, as well as perform administrative duties within the office. Based on the review of duties being performed, the secretaries should be split into two different groups.

It is proposed that the first group of secretaries (those assigned to Victim/Witness, Sexual Predator*, Misdemeanor and Felony (1 position), Domestic Violence, Drugs and Domestic Violence, and Worthless Checks) be reclassified to Legal Assistant I and placed in Classification "J" of the Courthouse Union Wage Schedule. The 2001 wage for this classification is \$13.3352/hour (2001 wage rate).

* It should be noted that while the previous incumbent in this position (Brenda Nysted) performed backup duties to the Criminal Traffic area, she would be placed with Group #2 during that time period. However, that position no longer is backup to the Criminal Traffic area and would be classified with the above noted group of secretaries.

The second group which includes those secretaries assigned to Juvenile, Criminal Traffic (2 positions) and Misdemeanor and Felony (leadworker) perform duties related to the position of Deputy Clerk of Courts. I would recommend that this group of secretaries be reclassified to Legal Assistant II and placed in Classification "P" of the Courthouse Union Wage Schedule, which is \$14.1467/hour (2001 wage rate).

A side note: During this study, I observed two factors that could have a strong impact on morale and retention of employees within this office. Those are: space and workload. The District Attorney's Office is an extremely fast paced environment. The space allotted to the number of staff seems inadequate. The office staff is currently housed in two different areas of the Law Enforcement Center with the majority of staff on the third floor. The secretarial staff work in small, individual cubicles with little space between them. The secretarial staff work on multiple files within a day requiring many secretaries to pile their work on the floor space. The department has interns, co-ops and one secretary sharing space within the law library, which is

also used by other staff throughout the day. With the department split between two floors, it creates an inconvenience for retrieval of files, backup assistance, and overall supervision of staff. During my hours interviewing and observing staff, people literally were bumping into one another and running through the aisles to respond to the many activities taking place.

The workload demands are high as well, as crime is increasing. While the department has looked to expedite some processes, the demands of the courts continue. The State is pursuing an additional two attorneys to be assigned to the District Attorney's office. Should that occur, the need for additional secretarial staff will be essential.

V. TOTAL FISCAL IMPACT

NOTE: Proposed – placement within the schedule must be bargained with the Union.

Below is a summary of the total fiscal impact (wage only). Attached is a complete, detailed fiscal impact.

Account Clerk I to Legal Assistant I (Cheryl Schaus; Worthless Checks)

Although the Account Clerk I did not perform all of the Legal Secretary duties since 1999, this position performed a majority of the duties and therefore, the reclassification should be retroactive to June 1, 1999. As to the fiscal impact, this position would not be affected as the Legal Assistant position is being reclassified to the same classification as the Account Clerk I.

Legal Secretary to Legal Assistant I (effective 6/1/99)(Leslie Landry; Domestic Violence)

\$2,442.2938

Legal Secretary to Legal Assistant I (effective 6/1/99)(Tammy Roffers (Misdemeanor & Felony)

\$2,442.2938

Legal Secretary to Legal Assistant I (effective 6/1/99-6/6/99) Due to transfer (Dawn Willems; Victim Witness)

\$15.9788

Legal Secretary to Legal Assistant I (effective 9/7/99)(Donna Myers; Victim/Witness)

\$2,234.5700

Legal Secretary to Legal Assistant I (effective 2/1/01)(Holly Badovski; Drugs & Domestic Violence)

\$1,028.3000

Legal Secretary to Legal Assistant I (effective 6/1/99-9.30/00)(Brenda Nysted; Sexual Predator)

\$1,126.5801

Legal Secretary to Legal Assistant II (effective 10/1/00)(Brenda Nysted; Sexual Predator)

\$3,061.8413

Total: \$4,599.0588

Legal Secretary to Legal Assistant II (effective 6/1/99)(Shelley Makhholm; Misdemeanor & Felony)

\$6,826.6087

Legal Secretary to Legal Assistant II (effective 6/1/99) (Rhonda Harrison; Criminal Traffic)

\$6,826.6087

Legal Secretary to Legal Assistant II (effective 6/1/99)(Patricia Felter; Juvenile)

\$6,826.6087

TOTAL: \$33,242.32

Revised Table of Organization for District Attorney support staff would be:

- 1 Office Manager II
- 4 Legal Assistant II
- 6 Legal Assistant I (* 1 position assigned to Victim/Witness is state funded.)
- 2 Clerk Typist II
- 1 Clerk Typist I
- 1 Victim/Witness Coordinator *
- 1 Victim/Witness Court Specialist *

* State Funded Positions

A motion was made by Supervisor Schmitt and seconded by Supervisor Kuehn to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 7/2/2002

No. 10e -- RESOLUTION REGARDING: ADDING A POSITION IN THE DISTRICT ATTORNEY'S TABLE OF ORGANIZATION

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the District Attorney has requested adding one additional position to his office's Table of Organization, the additional position requested being Legal Assistant II (Legal Secretary); and

WHEREAS, the Human Resources Department has thoroughly reviewed this request and has determined that the request is justified given the workload which has been added to the District Attorney's Office over the past several years, including the addition of three new prosecutors.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that it hereby authorizes the addition of a Legal Assistant II position to the District Attorney's Table of Organization, effective immediately, under the condition that this new position, for the remainder of 2002, will be paid for from funds already appropriated in the District Attorney's budget.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

A motion was made by Supervisor Kaye and seconded by Supervisor Watermolen to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: _____ \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 10f -- RESOLUTION REGARDING: INTERGOVERNMENTAL AGREEMENT REGARDING FOXCOMM

INTERGOVERNMENTAL AGREEMENT REGARDING FOXCOMM

WHEREAS, Brown, Outagamie, Calumet and Winnebago Counties (hereinafter referred to as "Counties") have entered into an agreement to develop a public safety communication system known as FOXCOMM to serve all of the municipalities located in those Counties; and

WHEREAS, these four Counties desire to consolidate their emergency communications equipment and data to avoid duplication of services, personnel, facilities, equipment and to advance the public safety in these four counties by sharing pertinent information about perpetrators; and

WHEREAS, all of the communities in these four Counties through an intergovernmental agreement pursuant to Section 66.0301(2)(3), Wisconsin Statutes, hereby acknowledge commitment to the formation of FOXCOMM; and

WHEREAS, FOXCOMM system contains two elements a Computer Aided Dispatch System (hereinafter "CAD") and a Records Management System (hereinafter "RMS"). The CAD system shall be shared by all Counties. The RMS shall be maintained separately by each participating County, unless otherwise agreed upon in writing.

NOW, THEREFORE, for mutual consideration, which is hereby acknowledged, the undersigned parties enter into this intergovernmental agreement for purposes of cooperation between these units of government with respect to implementation of FOXCOMM subject to the following terms and conditions:

I. MISSION STATEMENT:

1. The mission of FOXCOMM is to provide to all municipalities within the four counties a reliable and responsive communications link between fire, police, rescue, emergency medical and emergency government services.

II. OWNERSHIP OF EQUIPMENT, SOFTWARE AND LICENSURE:

1. The FOXCOMM system hardware, software and licensure have been purchased by Brown County and remain the property of Brown County throughout the term of this Agreement.
2. Winnebago County shall own the disaster recovery hardware, software and licensure (backup) throughout the term of this agreement.

III. CREATION OF FISCAL/ADVISORY BOARD:

1. The FOXCOMM Fiscal/Advisory Board (hereinafter "F/A Board) shall be established and consist of the Sheriff and/or Head Department responsible for Emergency Communications of each participating County, one member of Administration or their designee from each County, and one member of each County Board.
2. The FOXCOMM F/A Board may meet on a quarterly basis or more often if needed.
3. The F/A Board shall establish the cost-sharing formula and the proportionate share of each County based on percentage of population when compared to the aggregate population of all four participating counties. Population shall be based upon the most recent United States census data.
4. The F/A Board shall be responsible for resolution of any questions, disputes, controls, or cooperative agreements that may arise regarding the operation of the FOXCOMM system. It shall also be charged with making all on-going policy decisions of the use of the FOXCOMM system, and shall be the final arbiter of all disputes regarding FOXCOMM.
5. After consultation with the User Technical Committee (hereinafter "UTC"), the F/A Board shall establish a policy and procedure manual for operation of the FOXCOMM system.
6. After consultation with the UTC, the F/A Board shall establish a training program including minimum standards.
7. After consultation with the UTC, the F/A Board shall establish a listing of appropriate equipment and upgrades that each County must purchase including compatible network equipment, and system connections.
8. After consultation with the UTC, the F/A Board shall establish a listing of all required licensure and maintenance agreements with vendors for the FOXCOMM Group.
9. The F/A Board, after consultation with the UTC, shall approve all ongoing shared costs including new versions of software and new equipment, when needed and shall make all recommendations for approved shared expenses on an annual basis to the Counties not later than June 30th of each year for the following year's budgeting purposes.

IV. CREATION OF USER TECHNICAL COMMITTEE:

1. The FOXCOMM UTC shall be established and consist of three representatives from each County: one MIS director or designee; one representative from the Sheriff's Department;

and, one representative on behalf of local law enforcement, fire protection and emergency medical. The UTC may also create work groups as needed.

2. The UTC shall serve as the technical advisory body to the F/A Board. The UTC may meet quarterly or more often as needed.
3. The UTC shall be responsible for establishing guidelines for data entry and retrieval.
4. The UTC shall be responsible for establishing guidelines to maintain GIS mapping, CAD and RMS necessary for the operation of the FOXCOMM system.

V. RESPONSIBILITIES OF EACH COUNTY UNDER THIS AGREEMENT:

1. Each County Board shall pass a resolution of the County Board expressing cooperation with the F/A Board in the implementation of the FOXCOMM system.
2. Each County shall acquire, upgrade and maintain compatible equipment and connections necessary to interface with the FOXCOMM system.
3. Each County shall provide its own funding for the training and incidentals necessary for its designated employees to properly operate within the system consistent with the minimum standards set by the F/A Board. Said training shall be provided on a continuous basis so that all new users of the system are properly trained.
4. Each County's data entry and retrieval from and into the system shall be in strict compliance with the guidelines established by the UTC.
5. Each County shall cooperate with the F/A Board to resolve any questions, disputes, controls, or cooperative agreements that may arise regarding the operation of the FOXCOMM system.
6. Each County shall provide and maintain GIS mapping, CAD and RMS necessary for the operation of the FOXCOMM system consistent with the guidelines established by the UTC.
7. Each County shall maintain all licensure and maintenance agreements with vendors in strict compliance with the guidelines established by the F/A Board and in compliance with state and federal law.

VI. FISCAL RESPONSIBILITIES OF EACH COUNTY:

1. Each County shall be responsible for a proportionate share of the costs of the FOXCOMM system based on percentage of its population when compared to the aggregate population of all four participating counties. Population shall be based upon the most recent United States census data.
2. Each County shall maintain funding for appropriate equipment including compatible networking equipment, and system connections as required by the F/A Board.
3. Each County shall be responsible for maintaining and upgrading the hardware to assure compatibility with the FOXCOMM system as established by the F/A Board.
4. Grants awarded, if any, shall be used for the common ware, such as license, maintenance and support costs.
5. Each County shall be responsible for the cost of connection to the FOXCOMM System as established by the UTC.
6. "Shared expenses" shall be defined as: Software, hardware, maintenance costs, upgrades, enhancements, employee costs to maintain the system, electricity, insurance costs, consulting costs, defense costs, and any other expenses approved by the F/A Board.

VII. TERMINATION OF THIS AGREEMENT:

1. Any participating County may terminate this Agreement upon six months (6) prior written notice to June 30th to all participating Counties. If the terminating county owns and/or possess hardware/software which is necessary for the continued operation of FOXCOMM, said county shall forfeit ownership of and deliver said hardware/software to the remaining participating counties.
2. If any County Board fails to allocate sufficient monies to pay its proportionate share as established by the F/A Board and has not given the requisite notice set forth in Paragraph VII, 1., said County shall pay to the other participating Counties the liquidated sum of 120% of the County's shared amounts designated by the F/A Board, taking into account additional hardware/software and implementation costs caused by the termination.
3. Any funds invested by a participating County prior to notice of termination shall stay with the FOXCOMM system. All payments made by any participating County are non-refundable.

VIII. ADDITION OF OTHER COUNTIES:

1. Any additional County wishing to join the FOXCOMM system may do so upon application to and approval of the F/A Board.
2. The F/A Board shall be responsible for determining the initial cost to the joining County. It shall further reallocate all shared costs based on population to each participating county.

IX. PARTICIPATING CITIES, TOWNS AND VILLAGES:

1. Each County may have cities, towns and villages, which wish to participate in the FOXCOMM system. Each County shall enter into written Agreements with each participating city, town and village within its jurisdiction. Said Agreement may provide for the allocation of the cost of connection to the FOXCOMM system. Further, each Agreement shall contain a provision in which the city, town or village agrees to comply with all policies, procedures and training required of the Participating Counties under the terms of this Agreement.

X. INSURANCE, INDEMNIFICATION, TENDER OR DEFENSES:

1. Brown County shall purchase all appropriate insurance coverage necessary to insure all liability to any participating County for use of the FOXCOMM system.
2. Brown County shall assume the defense of and will indemnify all participating Counties, their personnel and officers and will pay any judgments rendered against any FOXCOMM System member for acts or omissions relating to the FOXCOMM system.
3. Each County shall timely tender claims to Brown County and work cooperatively with Brown County in the event a claim is filed.
4. All expenses incurred by Brown County in insuring, indemnifying or defending are considered under the terms of this Agreement to be a "Shared Cost". As such, they shall be shared proportionately by the participating Counties.

XI. EFFECTIVE DATE OF AGREEMENT:

1. This agreement shall be in full effect upon completion of the signature page representing all of the Participating Counties that have adopted an enabling resolution.

XII. ENTIRE AGREEMENT:

1. This contract contains the entire Agreement of the participating Counties. No changes to this contract shall be effective unless it is in writing, signed by the parties and attached hereto.

<i>Brown County</i>	<u>\s\ Nancy J. Nusbaum</u>	<u>July 2, 2002</u>
	Brown County Executive	Date
	<u>\s\ Darlene K. Marcelle</u>	<u>July 3, 2002</u>
	Brown County Clerk	Date
<i>Calumet County</i>	<u>\s\ John Keuler</u>	<u></u>
	Calumet County Administrator	Date
<i>Outagamie County</i>	<u>\s\ Robert (Toby) Paltzer, Jr.</u>	<u></u>
	Outagamie County Executive	Date
	<u>\s\ Cliff Sanderfoot</u>	<u></u>
	Outagamie County Board Chair	Date
	<u>\s\ Nancy Christensen</u>	<u></u>
	Outagamie County Clerk	Date
	Approved as to Form:	
	<u>\s\ Joseph P. Guidote</u>	<u></u>
	Corporation Counsel	Date
<i>Winnebago County</i>	<u>\s\ Jan Van De Hey</u>	<u></u>
	Winnebago County Executive	Date
	<u>\s\ Susan Ertmer</u>	<u></u>
	Winnebago County Clerk	Date

A motion was made by Supervisor Watermolen and seconded by Supervisor Kaye to approve. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 7/2/2002

No. 10g -- ORDINANCE REGARDING: TO AMEND SECTION 2.13(1)(E) OF THE BROWN COUNTY CODE DEALING WITH SCHEDULING OF COUNTY BOARD MEETINGS

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 2.13 of the Brown County Code of Ordinances is hereby amended to read as follows:

(1)(e) The Board shall conduct regular monthly meetings on the third Wednesday of each month beginning at ~~7:30~~ 7:00 p.m. unless moved to a different date or hour by adjournment of the previous meeting.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,
EXECUTIVE COMMITTEE

A motion was made by Supervisor Moynihan and seconded by Supervisor Vanden Plas to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: _____ \s/ Nancy J. Nusbaum, County Executive	Date: 7/2/2002
Approved by: _____ \s/ Darlene K. Marcelle, County Clerk	Date: 7/2/2002
Approved by: _____ \s/ Kenneth J. Simons, Board Chairman	Date: 6/21/2002

No. 10h -- RESOLUTION REGARDING: RESIDENT RESPONSIBILITY ACT OF 2002 – ADOPTING ENGLISH AS ITS OFFICIAL LANGUAGE

A motion was made by Supervisor Collins and seconded by Supervisor Nicholson to adopt. Under discussion.

Supervisor Fewell presented a motion by substitution from the original resolution presented, which he explained and read. His motion would change the title of the resolution by deleting “resident responsibility” and adding “ English Language”. Add after the 4th WHEREAS, “WHEREAS, Brown County respects and values all of its citizens regardless of their native tongue and/or their proficiency in the English Language.” and add after Now, therefore be it resolved paragraph the following paragraph “BE IT FURTHER RESOLVED, that without further action by the County Board, this resolution guarantees only that County documents will be printed in the English language and shall not be construed to abridge any right of any citizen of Brown County or preclude the County Board from taking any further action involving bilingual activities which would benefit the general public; and”. Supervisor Fewell’s amendment was seconded by Supervisor Vander Leest.

Supervisor Lund proposed and submitted a motion to amend a change in the title of the new resolution, submitted by Supervisor Fewell, to read as follows: “English Act of 2002, Brown County Government adopting English as its Official Language”.

Supervisor Collins asked for separation of the Title of the Resolution from the Body of Resolution.

Chair Simons ruled that he would take a vote first, on Supervisor Lund’s motion “to Amend the Resolution’s Title”. Voice vote taken on Supervisor Lund’s amended title. Motion carried with Supervisor Kuehn and Supervisor Hansen voting nay. Back to the substitute motion by Supervisor Fewell.

Supervisor Miller submitted a motion, seconded by Supervisor Haefs, to amend the second to last paragraph by changing the word “citizen” to the word “person”.

Supervisor Kuehn made a motion, seconded by Supervisor Watermolen, to refer Supervisor Fewell’s revised resolution to the Diversity Affairs Council.

Supervisor Zima made a motion and seconded by Supervisor Schadewald to table for one month to get further input from the Diversity Affairs Council. Vote taken. Roll Call #10h(1):

Ayes: Antonneau, Nicholson, Miller, Hansen, Zima, Vanden Plas, Collins, Fleck, Schadewald, Lund, Graves, Schmitt, Haefs, Kaye, Evans, Johnson, Kuehn, Marquardt, Clancy, Watermolen, Fewell

Nays: Vander Leest, Daul, Moynihan, Van Deurzen, Simons

Total Ayes: 21 Total Nays: 5

Motion carried to table for one month.

No. 10i -- RESOLUTION REGARDING: APPROVING CONSTRUCTION OF A NEW MENTAL HEALTH CENTER

A motion was made by Supervisor Fleck and seconded by Supervisor Fewell to adopt.

A motion was made by Supervisor Moynihan and seconded by Supervisor Miller to table this resolution for 60 days in order to obtain additional information.

Ken Bukowski, Corporation Counsel, directed this motion to table is not debatable.

Vote to table for 60 days taken. Roll Call #10i(1):

Ayes: Antonneau, Nicholson, Miller, Zima, Vander Leest, Daul, Moynihan, Lund, Graves, Schmitt, Haefs, Kaye, Evans, Johnson, Van Deurzen, Simons

Nays: Hansen, Vanden Plas, Collins, Fleck, Schadewald, Kuehn, Marquardt, Clancy, Watermolen, Fewell

Total Ayes: 16 Total Nays: 10

Motion carried to table for 60 days.

No. 11 -- Such other matters as authorized by law.

A motion was made by Supervisor Watermolen and seconded by Supervisor Clancy to suspend the rules to take a late communication. Vote taken. Motion carried unanimously with no abstentions.

No. 11a -- Late Communication from Supervisor Thomas Lund regarding The English Language Act of 2002; Brown County Government Adopting English as its official language

Refer to Diversity Affairs Council.

No. 11b -- Late Communication from Supervisor Guy Zima requesting that the Education and Recreation Committee create a surcharge on all golf course rounds to pay for the building of a new County Golf Course Club House; and further that 50% of the cost be raised by a private fundraiser prior to spending any enterprise funds for the project

Refer to Education and Recreation Committee.

No. 12 -- BILLS OVER \$10,000 FOR PERIOD ENDING JUNE 3, 2002.

A motion was made by Supervisor Moynihan and seconded by Supervisor Vanden Plas to pay the bills over \$10,000. Vote taken. Motion carried unanimously with no abstentions.

No. 13 -- Closing Roll Call.

Present: Antonneau, Nicholson, Miller, Hansen, Zima, Vander Leest, Vanden Plas, Collins, Daul, Fleck, Moynihan, Schadewald, Lund, Graves, Schmitt, Haefs, Kaye, Evans, Johnson, Kuehn, Marquardt, Van Deurzen, Clancy, Watermolen, Simons, Fewell

Total Present: 26 Total Excused: None

**No. 14 -- ADJOURNMENT TO WEDNESDAY, JULY 17, 2002 AT 7:00 P.M.,
LEGISLATIVE ROOM, 100 N. JEFFERSON STREET, GREEN BAY,
WISCONSIN.**

A motion was made by Supervisor Collins and seconded by Supervisor Kuehn to adjourn to the above date and time.

 /s/ DARLENE K. MARCELLE
Brown County Clerk